



DEPARTMENT OF SPECIAL EDUCATION
1221 SIXTH AVENUE
ALTOONA, PA 16602

NOTICE OF DESTRUCTION OF SPECIAL EDUCATION RECORDS

Attention Parents/Guardians, Former Students, Eligible (Adult) Students: The Altoona Area School District Special Education records which have been collected by the School District related to the identification, evaluation, educational placement, or the provision of Special Education in the district must be maintained under state and federal laws for a period of seven years. After Special Education services cease, and the seventh year anniversary is reached, these records will be purged. Special Education services end when the student is no longer eligible for services, graduates, completes his or her educational program at age 21, or moves from the district.

This notification is to inform parents/guardians and former students of the Altoona Area School District's that these records will be destroyed in accordance with state and federal law unless the parent/guardian or adult student notifies the School District otherwise. After seven years, the records are no longer useful to the district, but they may be useful to the parent/guardian or former student in applying for Social Security benefits, rehabilitation services, college entrance, etc.

If you wish to maintain this information for your personal records and for any questions or more information, please contact the office of Special Education, Mrs. Susan Kuhn, Assistant to the Director of Special Education, at 814-946-8252 extension 6102.