



HAMBURG AREA SCHOOL DISTRICT

701 Windsor Street • Hamburg, PA 19526-0401

OFFICE OF THE DIRECTOR OF SPECIAL EDUCATION

Every Child Without Exception

Dear Student:

In accordance with the state and federal regulations implementing the Individuals with Disabilities Education Act (IDEA), this is to inform you that 6 years after your graduation from Hamburg Area School District, the district may choose to destroy personal identifiable information related to special education services maintained in your special education records. The reason for the destruction of these records is that they are no longer needed to provide educational services at the Hamburg Area School District. The district is not required to maintain this information once you have not received special education or related services for a minimum of six (6) years as reflected in Board Policy 113.4.

Hamburg Area School District will destroy the following physical records 3 years post-graduation, an electronic copy will be maintained for the above mentioned minimum of 6 years:

- Individual Education Programs (IEPs)
- Evaluation Reports (ERs)
- Notice of Recommended Educational Placements (NOREPs)
- Meeting invitations
- All other special education documents and personal identifiable information within the special education file

You have the right to request this information before the district destroys it for your personal records. If you wish to receive a copy of your records, please submit this request in writing to: Director of Special Education and Student Services, Hamburg Area School District, 701 Windsor Street, Hamburg, PA 19526. Please be advised that these records may be needed by the student or the parent(s) for social security benefits, disability claims, and other similar purposes.

You may contact the Hamburg Area School District Special Education office if you have further questions at (610) 562-2241 x 1745.

Sincerely,

Matthew Ammons
Director of Special Education
& Student Services

* The district will maintain a permanent record at the high school guidance office, without time limitation, of a student's name, address and telephone number, his/her grades, attendance record, classes attended, grade level completed, and year completed.