

Notice of Destruction of Special Education Records

Attention Parents/Guardians, Former Students, Eligible (Adult) Students:

Special Education records which have been collected by Special Services, Old National Trail and participating schools (ONT) to the identification, evaluation, educational placement, or the provision of Special Education, must be maintained under state and federal laws for a period of three years after Special Education services have ended for the student. Special Education services end when the student is no longer eligible for services, graduates, moves from the district, and/or completes his or her educational program at age 22.

This notification is to inform parents/guardians and former students of ONT's intent to destroy the Special Education records of students who were born in 1991 or prior and are no longer receiving Special Education services. These records will be destroyed in accordance with state law unless the parent/guardian or eligible (adult) student notifies the school district otherwise.

Records not requested will be destroyed by November 4th, 2016. With proof of identity, the parent/guardian or eligible (adult) student may request a copy of the records in person or by mail.

In Person:

Attn: Old National Trail
1 N Calbert Way
Greencastle, IN 46135

By Mail:

Attn: Old National Trail
Records
1 N Calbert Way
Greencastle

The written request for special education records scheduled for destruction must include the following information:

- Student's full legal name
- Student's date of birth
- Date services ended
- Name and relationship of person requesting copies
- Statement indicating that there is no legal action against you that prohibits your rights to the records
- Signature and date (adult student or legal guardian)
- Mailing address the copies should be sent to **or**
- Contact information (phone number, email address) for notification when the records are ready to be picked up.

A valid picture ID must be presented at the time the records are requested.