

## **2024-2025 NOTIFICATION OF DESTRUCTION OF STUDENT SPECIAL EDUCATION RECORDS**

Special education records which have been collected by the Williamsport Area School District (WASD) related to the identification, evaluation, educational placement, or the provision of Special Education in the district, must be maintained under both state and federal laws for a period of six (6) years after Special Education services have ended for the student. Special education services end when the student no longer is eligible for services, graduates, completes his or her educational program at age 22, or moves from the district. However, a record of student's personally identifiable information, such as name, address, telephone number, grades, attendance records, classes attended, grade level completed and year completed, shall be maintained for 100 years beyond the date the student attains the age of twenty-four years.

This serves as notification to inform parents/guardians and former students of WASD of the intent to destroy the Special Educational records of students who are no longer receiving Special Education services for at least six (6) years beyond graduation, or has completed their educational program at age of twenty-two (22). These records will be destroyed in accordance with state law unless the parent/guardian or eligible student notifies the school district otherwise. **Destruction of the records will begin on September 1, 2025.**

According to federal law, parents and guardians lose their right to review or obtain these records when their child (the student) reaches 18 years of age. However, a parent of a child with a disability who is 18 years of age or older may retain parental rights provided a court has appointed legal guardian to the parent.

Please be advised that the records may be needed by the student or parent(s) for social security benefits, rehabilitation services, college entrance, etc.

Notice of destruction of these records is provided annually via this publication. A parent/guardian may submit a written request for the destruction of these records at any time and do not have to wait six (6) years.

If you do not understand this notice or wish to maintain this information for your personal records, please contact the Office of Special Education at 570-327-5500. A written request can also be sent to the district address:

Williamsport Area School District  
ATTN: Director of Special Education  
2780 West Fourth St.  
Williamsport, PA 17701  
570-327-5500 ext. 40410