

NOTIFICATION OF DESTRUCTION OF SPECIAL EDUCATION STUDENT RECORDS

In accordance with the state and federal regulations implementing the Individuals with Disabilities Education Act (IDEA), the Talbot County School System will destroy personally identifiable information related to special education services maintained on former students that have reached their 22nd birthday. Those wishing to maintain this information for personal records, must notify the Special Education Office, otherwise, the information will be destroyed. Shred date is scheduled for August 13, 2025.

Please be advised that the records may be needed by you for social security benefits or other purposes.

Records to be destroyed are:

- Individualized Education Programs (IEPs)
- Evaluation Reports
- Test Protocols
- Notifications of Meetings
- Notices of Action
- Review of Existing Data Summaries
- All other personally identifiable information within the Special Education file*

The above items are destroyed when they are no longer needed to provide educational services and it has been more than three (3) years since he/she has received special education services. *The district may maintain a permanent record, without time limitation, of a student's name, address and phone number, his/her grades, attendance record, classes attended, grade level completed, and year completed.

For additional information, please contact the Special Education Office at 706-665-8577.