

# Notice of Destruction of Special Education Records

THIS NOTICE PROVIDES STUDENTS AND THEIR PARENTS  
WITH NOTICE THAT THE SCHOOL DISTRICT MAY DESTROY  
RECORDS UNDER THE FOLLOWING CIRCUMSTANCES AND TIMELINES.

In accordance with 34 C.F.R § 300.624, a public agency (in this case, the Coatesville Area School District) must inform parents when personally identifiable information is collected, maintained, or used and is no longer needed to provide education services to the child.

Individual student Special Education records described in this paragraph and that have been collected by the Coatesville Area School District related to the identification, evaluation, educational placement, or the provision of Special Education in the district, are no longer useful to the School District. These records were maintained under applicable law and School District policy for a period of seven years after Special Education services have ended for students. Under applicable law, Special Education services end when the student is no longer eligible for services, graduates, completes his or her educational program at age 22, or moves from the district. **This notification is to inform parents/guardians and former students of the School District's intent to destroy the Special Education records of students who have not received Special Education services for at least seven (7) years beyond the age of twenty-two (22).** This would include records for individuals whose birth year is **1992 or earlier**. **These records will be destroyed in accordance with applicable law and School District policy unless the parent/guardian or eligible (adult) student notifies the School District otherwise.** Destruction of these records will proceed where requests for copies of such records have not been requested by parents or eligible students *and* received by the School District **before December 1, 2023**. Parents or students who are eighteen years or age and older have the right to request a copy of their records before destruction. After seven (7) 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, post-secondary education, or for other purposes. The parent/guardian or eligible (adult) student may request a copy of the records in writing or in person at the following address:

Coatesville Area School District  
Attn: Brenda George, Director of Special Education  
3050 C.G. Zinn Road  
Thorndale, PA 19372  
Phone (610) 466-2400

If you have any questions or concerns, please email Ms. Randi Selinsky-Carroll at [Selinskyr@casdschools.org](mailto:Selinskyr@casdschools.org) or call the above phone number.