



*BERLIN BROTHERSVALLEY SCHOOL DISTRICT*  
*1025 MAIN STREET*  
*BERLIN, PENNSYLVANIA 15530-1498*  
*814-267-4621 • FAX: 814-267-6060*

*"HOME OF THE MOUNTAINEERS"*

*"Educational Excellence, Community Engagement, Lifelong Success"*

Dr. David F. Reeder  
*Superintendent*

Lori Gindlesperger  
*Business Manager*

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### Public Notice Regarding Destruction of Special Education Records

In accordance with state and federal regulations implementing the Individuals with Disabilities Education Act (IDEA), this notice is hereby given that in accordance with 24CFR 300.573, the Berlin Brothersvalley School District intends to destroy the records of students who exited from any special education program prior to and during the 2013-2014 school year.

Special Education records, which have been collected by the Berlin Brothersvalley School District related to the identification, evaluation, educational placement, or the provision of the Special Education in the Berlin Brothersvalley School District, must be maintained under state and federal law for a period of seven 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 21, or moves from the Berlin Brothersvalley School District.

After seven (7) years, the records are no longer useful to the Berlin Brothersvalley School District, but they may be useful to the parent/guardian or former student in applying for Social Security benefits, rehabilitation services, college entrance, etc. The parent/guardian or eligible (adult) student who reached 18 years of age, may contact the responsible school entity to request a copy of the records in writing or in person at the address of the responsible school entity listed below by July 31, 2022.

Destruction of these records will begin August 1, 2022.

PLEASE NOTE: THIS NOTICE PROVIDES RESIDENT STUDENTS AND THEIR PARENTS WITH NOTICE THAT THE DISTRICT MAY DESTROY RECORDS UNDER THE FOLLOWING CIRCUMSTANCES AND TIMELINES:

Records that include a student's name, address, grades, attendance records, dates attended, grade level completed and year completed may be destroyed once 7 years have passed since the student's 21st birthday. This would include records for those individuals whose year of birth is 1994 or earlier.

Special Education records, Section 504 records, Child Study Team records, and health records may be destroyed once seven years have passed from the date a student has graduated or reached graduation age (if exiting the district before graduation) as long as there is no outstanding request to inspect and review the records and the records are no longer deemed useful to the school district.

Destruction will proceed where parents or eligible students have not requested copies by the first of August each school year. Parents or students who are eighteen years of age have the right to request a copy of their record before destruction.