

Destruction of Records Notice

Chester County Schools

Special Education Department

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

Special Education records which have been collected by the Chester County Board of Education related to the identification, evaluation, educational placement, or the provision of Special Education services in the district, must be maintained under state and federal guidelines 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, completes his or her educational program at age 22, or moves out of the district.

This notification is to inform parents/guardians and former students of Chester County Schools' intent to destroy the Special Education records of eligible students of 18 years of age or older who are no longer receiving special education services as of the end of the 2009-10 school year or prior years. These records will be destroyed in accordance with state guidelines unless the parent/guardian or eligible (adult) student notifies the school district otherwise. No response to this public notice will be viewed as consent to destroy the records.

Although the district no longer needs the records after three years, parents/guardians or former students may need them for personal purposes such as applying for Social Security benefits, rehabilitation services, college entrance, etc. The parent/guardian or eligible (adult) student may request a copy of the records in writing or in person at the Chester County Board of Education, Special Education Department.

Please note that all Special Education records of students with birthdates in years before 1989 have been destroyed as of June 2014. In May 2015, all records of students born in 1989 will be destroyed.

Requests for records from school years prior to 2009-2010 must be received by December 15, 2014 at the Chester County Board of Education, Special Education Department. You will be required to produce identification or provide verification data to acquire these records.

For more information:

*Chester County Board of Education,
Special Education Department
927 E. Main St.
Henderson, TN 38340
(731) 989-5134*

