



SHELBY COUNTY SCHOOLS NOTICE OF DESTRUCTION OF SPECIAL EDUCATION RECORDS

Under Federal law, special education records, which have been collected by the Shelby County School System relating to identification, evaluation, educational placement, and provision of special education services, must be retained for a minimum of three years after special education services to the student have ended. The special education records will be destroyed of all students whose special education services ended three years prior to the beginning of each school year. Special education services end when the student is no longer eligible because he/she: graduates with a high school diploma; reaches twenty-two (22) years of age; or, no longer resides in Shelby County.

Prior to destruction of their special education records, individuals 18 years of age and older or parents/guardians of dependent individuals have the right to review and/or obtain copies of these records. These records may be of use when applying for Social Security benefits, rehabilitation services, college, etc.

No response within 30 days of the date of this notice will result in destruction of such records.

For more information, contact Exceptional Children and Health Services at (901) 416-1943.

This information is also posted on the Shelby County Schools website.