BATH COUNTY SCHOOLS

405 W MAIN STREET

OWINGSVILLE, KY 40360

606.674.6314

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| Date:       | RE:       | Date of Birth:       |
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Dear Parent/Guardian/Student:

Periodically the school system disposes of inactive records as permitted by law. The purpose of this is to protect the confidentiality of those records, as well as allow us increased storage space for those records that are still active.

The law requires that you be notified of the records that are being retained and those that are being destroyed. It is important to realize that some records may be necessary, at some future date, if your child qualifies for social security benefits because of a disability.

If you wish that certain records not be destroyed, you may request a copy of them by contacting the Director of Special Education for the Bath County School District at 606-674-6314. We will store, for an indefinite time, a permanent record on each student containing such information as student’s name, address, phone number, grades, attendance records, etc.

Your signature on this letter acknowledges that you have been informed that all special education records will be destroyed three (3) years after the date of the last activity. It is your responsibility to obtain copies of information you may need for other purposes before the special education record is destroyed.

If you are receiving this notice prior to exiting special education; either through graduation, dismissal, or upon determination that your child did not meet eligibility requirements for special education services, your records are scheduled for destruction after      .

Sincerely,

ARC Chairperson

I verify that I am the parent, legal guardian having custody of the above named student, or that I am at least 18 years of age. I acknowledge that my rights concerning destruction of records have been explained to me.

Signature of Parent, Legal Guardian, or Student Date