

## **NOTICE OF STUDENT RECORD MAINTENANCE/DESTRUCTION**

### **For Drops/Transfers**

With a student's transfer, and as a part of the district's record maintenance, student cumulative records will be converted to permanent record status (electronic storage) and the cumulative records will be destroyed at the conclusion of the academic year in which the drop or transfer occurs. In Compliance with federal and state regulations, this notice serves as documentation for the intended destruction of those records.

### **For Students Who Received Special Education Services**

The Pleasant Valley Community School District maintains personally identifiable information for the purpose of providing special education services to students. A permanent record of each student's name, address, his or her grades, attendance record, classes attended, grade level completed, and year completed will be maintained without time limitation. All other special education student records currently maintained by the district are subject to destruction three years after services to the student have ended, unless a parent/guardian makes written request for the records. Written requests should include full student name, birth date, and last year of school attendance. These written requests should be mailed to Pleasant Valley Administration Center, 525 Belmont Rd., Bettendorf, Iowa 52722.