



PALMERTON AREA SCHOOL DISTRICT
Department of Special Education
680 Fourth Street
Palmerton, Pennsylvania 18071
610-826-4914, Fax 610-826-4934

RE: Destruction of Special Education, 504, and Gifted Records

Dear Parent or Guardian:

The Palmerton Area School District maintains a variety of documents in regard to students who have been identified or who were thought to have a disability in accordance with the Individuals with Disabilities Education Act, The Rehabilitation Act of 1973 – Section 504, and Gifted Education. However, certain documents are considered no longer educationally relevant at the end of this school year term. Specifically, the following documentation will no longer be considered educationally relevant at the conclusion of the school year during which such a document was created:

- (a) Raw data and test protocols used in evaluation and reevaluations
- (b) Raw data, test protocols, and work samples are used for progress monitoring when those data and samples are thoroughly presented in progress reports or in IEP present educational levels
- (c) All other raw data, tests, and quizzes, and student work

The following documents will be considered no longer educationally relevant at the expiration of six years from the date on which the child is no longer receiving special education services from the Palmerton Area School District:

- (a) Prior Written Notice and Request for Consent of Evaluation or Reevaluation (Permission to Evaluate or Permission to Reevaluate)
- (b) Evaluation Reports or Reevaluation Reports
- (c) Invitations to IEP Meetings
- (d) IEPs, including IEP revisions
- (e) Notice of Recommended Educational Placement or Prior Written Notices

If you have any questions concerning the above information, please contact the Special Education Department at 610-826-7101 ext. 5018.

Thank you,

Demi Rohlfing
Director of Special Education
Palmerton Area School District