

schools attended, and name of parents. The district will also publish an honor roll. For purposes of this policy, listing on the honor roll will be considered an award. The parent or legal guardian of a student has the right to refuse to permit the designation of any or all of the above categories as directory information with respect to that student. The Special Education Unit – Multi District Team Chair or Superintendent shall ensure that parents and legal guardians are notified of their rights under FERPA. The notice shall include the categories the district considers directory information and a procedure and deadline for refusing permission.

Three years after graduation or three years after the termination of the provision of educational services to the student, all but the Permanent Record Card may be destroyed. The Permanent Record Card shall contain only name, address and phone number, the student's record of grades, years enrolled, courses attended and grade completed. The Permanent Record Card shall be retained in perpetuity in the student's resident district.

The District shall notify the parents of children in special education when personally identifiable information collected, maintained, or used by the District are no longer needed to provide educational services to the child. South Valley's policy is 5 years. The contents of the student's Special Educational Services Record except for a permanent record of the student's name, address and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed, shall be destroyed when the information is no longer needed to provide educational services to the child if the parents request destruction. If the parents do not request destruction, the Director of Special Education shall determine on a case by case basis whether to retain the entire record, taking into consideration the protection against improper and unauthorized disclosure and the child's potential need for the records, such as social security benefits.

Legal Ref.	20 U.S.C. 1232g 34 CFR Part 99	Family Educational Rights and Privacy Act Family Educational Rights and Privacy Act of 1974
	45 CFR Part 99 20 U.S.C. 1412(a)(8), 1417(c); §300.500, 300.610-300.627	Regulations Individuals with Disabilities Improvement Act 2004

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