

PUBLIC NOTICE

DESTRUCTION OF ALLEGANY COUNTY SPECIAL EDUCATION STUDENT RECORDS

In accordance with the guidelines and standards for the retention and disposition of student records as adopted in the *Records Retention and Disposition Manual for Public School Systems of Maryland*, individual special education records not required or specifically regulated by other state or local regulations shall be destroyed when they no longer serve a legitimate education purpose. The retention period for Special Education records such as Individualized Education Programs (IEP), Special Service Information Systems (SSIS), Assessment Reports, IEP Team Meeting Summary sheets and Notes and Medical Assistance Records is 6 years.

Any student who received special education services or evaluation during any time enrolled with Allegany County Schools and their date of birth being between July 1, 1992 and June 30, 1993 may contact the Special Education Department at 301-759-2065 to make arrangements to obtain their records. If notification to obtain records has not been received at the Special Education Department by August 19, 2020, the records will be destroyed.

If you are aware of anyone who may wish to obtain their records please notify them so they may contact the Special Education Department before the deadline.