



### Special Education Retention/Destruction of School Records

In accordance with state and federal regulations, including Individuals with Disabilities Education Act (IDEA), this notice is hereby given that in accordance with 24CFR 300.573, School Districts, Intermediate Units, and Charter Schools, including Penn Hills Charter School of Entrepreneurship (PHCSE), may destroy the special education records of students who exited from any special education program after seven (7) years time.

Special education records collected by PHCSE related to the identification, evaluation, educational placement, or the provision of the Special Education must be maintained under state and federal law for a period of seven (7) years after special education services have ended for the student. Special education services end when the student no longer is eligible for services, graduates, completes their educational program at age 21, or moves from PHCSE.

After seven (7) years, the records will be destroyed in accordance with state and federal law unless the parent/guardian or eligible (adult) student contacts PHCSE and reports their wishes to maintain the information for their personal records.

Destruction will proceed where parents/guardians or adult students have not requested records in accordance with this Public Notice.

*Please note that destruction of records 7 years or older will be destroyed annually in July.*

If you wish to request records or need additional information you may contact Mrs. Heather Ruppert, Special Education Coordinator, at [heather.ruppert@phcharter.org](mailto:heather.ruppert@phcharter.org) or by calling the school at 412-793-6471.