

### **Destruction of EC Student Files**

Rowan Salisbury Schools maintains confidential records on students referred to the Exceptional Children's Program. The parent or student, if age 18 or older, has the right to obtain a copy of these files if so desired and is, therefore, informed of the following information concerning the destruction of student records. Confidential student records will be destroyed when the student has reached the age of 27 unless destruction is requested at an earlier time. Therefore, on or after January 2, 2018, records of students born in 1990 or before will be destroyed

It is important to note the evaluation and placement records may be needed by the student or parent for social security benefits or other purposes. To request a copy of the student's Exceptional Children's file prior to December 18, 2016 contact the last Rowan-Salisbury School attended.

The school system will maintain a permanent record of the student's name, address, phone number, his/her grades, attendance records, classes attended, grade level completed, and year completed without time limitation.

(Policies Governing Services for Children with Disabilities NC 1505-2.15)