

Notice of Destruction of Special Education Records

October 21, 2022

Attention Parents/Guardians, Former Students, Eligible (Adult) Students:

Seven Generations Charter School has maintained a variety of documents concerning students who are identified as having or who are thought to have a disability within the meaning of the Individuals with Disabilities Education Act. To conserve space and avoid unnecessary storage costs, and to protect privacy, these documents are subject to destruction when the Charter School deems them no longer educationally relevant. The following types of document 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 Charter School: (a) permissions to evaluate or reevaluate; (b) evaluation and reevaluation reports; (c) invitations to IEP team meetings; (d) IEPs and IEP revisions; and (e) notices of recommended educational placement or prior written notices. These records will be destroyed in accordance with state law unless the parent/guardian or eligible (adult) student notifies the Charter School otherwise. The parent/guardian or eligible (adult) student may request a copy of the records via email (kelly.paxton@sevengen.org) or in person at the following address:

33 East Minor Street, Emmaus PA, 18049

If you have any questions concerning the foregoing information, please contact Kelly Paxton, Supervisor of Special Education at 610-421-8844.

The district may charge \$0.10 per copy for single sided pages for personal use and \$0.25 per copy for Right to Know requests.