



**PRIOR NOTICE OF INTENT TO DESTROY DATA  
USED FOR SPECIAL EDUCATION PROGRAMS AND SERVICES**

May 2024

RE: 2017-2018 Records

In accordance with OAC 3301-51-04 and 34 CFR 300.624, and MVCTC Board Policy, parents and/or students who are eighteen years of age or older should be informed when information and/or data used for the purposes of making educational decisions is no longer needed. This information must also be destroyed at the request of the parent or adult student with the exception of information that is required to be maintained permanently.

The MVCTC Student Services Office maintains *copies* of information and/or data relevant to the identification, evaluation and/or placement of students in accordance with the IDEIA, Section 504, or other applicable State law and regulations, such as an Individual Education Plan (IEP), and/or 504 Accommodation Plan, for six (6) years after termination of special education programs, services, withdraw, and/or graduation.

After six years, the records are no longer useful to the district, but they may be useful to the parent/guardian or former student in applying for Social Security benefits, rehabilitation services, college entrance, etc. The parent/guardian or eligible (adult) student may request a copy of the records in writing. It is suggested that you first reach out to the partner school district as *official records and copies are maintained by the partner school district.*

MVCTC shall not destroy any student education record if there is an outstanding request to inspect and review the record. Please contact Brad McKee, Treasurer by phone at (937) 854-6274 or email at [bmckee@mvctc.com](mailto:bmckee@mvctc.com) to make a request to inspect and review records. If no student, parent, or guardian responds to this public notice, the school district will assume consent to destroy the entire record specific to the student in the month of June, six (6) years after the termination of special education programs, services, withdraw, and/or graduation.

Sincerely,

Brian Jettinghoff  
Student Services Supervisor