

Personally Identifiable Information

The Agency will maintain and preserve the confidentiality of student records and personally identifiable information in accordance with the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), the Iowa Administrative Rules of Special Education, and the Area Education Agency Special Education Procedures Manual. Such confidentiality shall be a priority at the stages of collection, storage, disclosure, and destruction.

Annually, the Agency will notify parents and eligible students of the confidentiality of personally identifiable information and their ability to access records. This notice will be maintained on the Agency website and is available in the Procedural Safeguards Manual.

Information that is no longer needed to determine educational services for its students will be destroyed consistent with the annual notice. For other records and personally identifiable information for a student who has exited from special education services, such records shall be retained by the Agency until the student reaches age 27. Parents will be notified of this retention policy at the time of exit. The Agency's Administrator of Special Education Services shall establish a procedure for the parent and/or student to request and receive a copy of the records held by the Agency prior to disposal. A parent and/or student may also request to have records destroyed.

The agency will retain a permanent record for each student that contains the student's name, address, phone number, date of birth, dates of special education services, grade or age level and date of final exit from special education service.

The rights of parents regarding education records are transferred to the student at age 18. If the rights accorded to parents under Part B of the Act are transferred to a student who reaches the age of majority, the rights regarding educational records must also be transferred to the student. However, the public agency must provide notice regarding the transfer to the student and the parents.

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