

BALTIMORE CITY PUBLIC SCHOOLS

Brandon M. Scott
Mayor, City of Baltimore

Linda Chinnia
*Chair, Baltimore City Board
of School Commissioners*

Dr. Sonja Brookins Santelises
Chief Executive Officer

NOTIFICATION OF DESTRUCTION OF SPECIAL EDUCATION STUDENT RECORDS

March 1, 2021

Notice is hereby given that Baltimore City Public Schools intends to destroy the special education records of all students who exited from special education services during the 2014-2015 school year, per the district's records retention policy EHB and the Maryland Student Records Manual per COMAR (13A.08.02.06).

In accordance with federal and state laws, City Schools is required to inform parents when personally identifiable information collected, maintained, or used to provide services under the IDEA is no longer needed to provide educational services to the child. City Schools does maintain a high school permanent record, without time limitation, of a student's name, address and phone number, his/her grades, attendance record, classes attended, grade level completed, and year completed.

If you wish to maintain your special education record, please email SpecialEdRecordRequest@bcps.k12.md.us with the subject line: "IEP Request: 2014-2015". In the email you should include your name, date of birth, last school of attendance, and approximate year you exited from special education. If you are requesting on behalf of your child, then please provide your child's name, date of birth, child's last school of attendance, and the approximate year the child exited from special education. You may also call City Schools at 443-984-2000 to request the record.

Please note that certain records may be needed for social security benefits or other purposes. You must be the parent or legal guardian of the student or the student themselves to obtain the records and proper identification will be required. If the student is over 18, there needs to be documentation that the student releases the information to his or her parents. Please note, no records will be mailed, you will need to be able to be physically present to obtain the records.

If no student, parent or guardian responds to this public notice, the school district will assume consent to destroy the entire special education record specific to the student. Requests to collect records will be received until June 30, 2021 for students who exited the system (i.e., graduated or aged-out) during the 2014-2015 school year. Any special education records not claimed will be destroyed in accordance with state and federal regulations. If you have additional questions, please call 443-984-2000 and ask for the Parent Response Team.