

Student Records Notice

Information no longer relevant and necessary for the provision of educational services to a student who has attended the Charter School of Excellence shall be destroyed annually by the Charter School of Excellence. A written record of a student's personally identifiable information (name, address, telephone number, grades, attendance records, classes attended, grade level completed, and year completed) shall be maintained for at least 100 years beyond the date the student attains the age of twenty-four.

The District will destroy all educational records, except for personally identifiable information as listed above, for all students who had an Individualized Education Plan (Special Education) and who graduated any year prior to and including June 2020. These records will be destroyed on October 27, 2026. Those who want to claim their own special education records must call 814-480-5908 to make an appointment to secure their personal records from the Charter School of Excellence.