



Oswayo Valley School District

277 S. Oswayo Street, Shinglehouse, PA 16748

814-260-1700 - Telephone 814-697-7439 - Fax

Mr. Jed Hamberger, Superintendent

Mrs. Amy Pohe, Business Manager

Mrs. Christi Stedman, Assistant to Superintendent

Dear OV Parents, Community Members, and Staff,

In order to comply with state compliance monitoring requirements, the Oswayo Valley School District shall maintain education records for students receiving special education services for at least six years.

The district shall inform parents/guardians when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to the students. After notice, such information shall be destroyed upon parental request or at the district's deaccession.

No education record shall be destroyed if there is an outstanding request to inspect or review the record or if a litigation hold exists.

The Oswayo Valley School District shall maintain a permanent record of student's name, address and phone number, his/her grades, attendance record, classes attended, grade level completed, and year completed.

The district shall ensure the destruction of education records on August 1, 2020, in a manner that protects the confidentiality and privacy rights of the student and his/her family. If you would like to collect the student records prior to destruction please contact the District Office before July 1, 2020 to request your educational records.

Respectfully,

Jed Hamberger
Superintendent