



Record Disposal Notice

Hellgate Elementary School District #4 will soon destroy special education/speech-language therapy/504/Medicaid billing records of former students who have been out of school for at least five years (birth year 1996). The information to be destroyed shall not include data collected on a routine basis that is maintained on all school children (such as the student's name, address, telephone number, grade level completed and year completed.) The data to be destroyed shall include information collected for identification, location, evaluation, and other items directly related to special education services which the student had received. This information may be needed by the parents or child in an attempt to obtain social security or other benefits. Parents of students still in school but not in special education for at least five years may also request their children's records be destroyed. Parents of these students also have the right to inspect special education records and obtain copies of the information contained in those records before they are destroyed. Former students wishing to review the files or obtain copies of information contained in them or persons having questions about this process or those persons wishing to request records be destroyed may contact Shara Blair at 406-532-4024 for assistance.