



January 10, 2023
Notice to Families
Destruction of Educational Records

This notice is issued in accordance with the Individuals with Disabilities Education Act (IDEA) Part 300: **§ 300.611 Definitions** and **§300.624 Destruction of information.**

IDEA defines education records using the definition in the Family Educational Rights and Privacy Act (FERPA). FERPA is the Federal law that protects the privacy of student education records.

IDEA defines the destruction of records as the physical destruction of such records or removal of personal identifiers from information maintained by the program.

Elwyn Early Learning Services (ELS) Preschool Early Intervention retains the physical file for children served by the program for seven (7) years after the child exits. Notification is required when the program intends to destroy the records.

This notice is to all families whose children received services from Elwyn Early Learning Services (ELS) Preschool Early Intervention, and who have since exited from the program in 2015 or prior. The education records are no longer relevant to or necessary for the provision of educational services by ELS. Therefore, the physical files will be destroyed within 90 days of the date of this notice. Any record with an open request for inspection will not be destroyed at this time.

Families have the right, per the regulations, to request the physical file containing their child's education record. Any family wishing to receive the physical file must notify Elwyn ELS no later than April 14, 2022. The request must be sent in writing, see below for contact and address information. The following information must be included in the request.

- Child's Name
- Child's Date of Birth
- First and Last Name of Person Making the Request and their relationship to the child
- Contact Phone Number
- Complete Mailing Address including Zip Code
- Email address
- Photo Identification for Verification
- An 8x12 self-addressed stamped-envelope in which to return the file

Requests can also be made by email contact, elsrecords@elwyn.org.

Arrangements can be made to pick-up the physical file rather than having it mailed if noted in the written request.

Written notices must be sent to:
Elwyn Early Learning Services
Attention: Student Records
4025 Chestnut Street 2nd floor
Philadelphia PA 19104

Thank You for Your Attention to this Notice,
ELS Administration