

REYNOLDS SCHOOL DISTRICT

531 REYNOLDS ROAD, GREENVILLE PA 16125, MERCER COUNTY



Raymond C. Omer
Acting Superintendent of Schools

Scott McCaskey
Director of Special Education
Phone: 724-646-5500

PUBLIC NOTICE

RECORDS PURGE NOTICE 2022

Over the years the District has accumulated and saved material in the special education programs and services department. Since paperwork associated with special education accrues so rapidly, the older files need to be purged to make room for current student informational records.

The District Special Education office maintains special education records for six years beyond graduation in accordance with the Pennsylvania Code, Title 22: Education, Chapter 12: Students Rights and Responsibilities Section 12.31, through 12.33 Pupil Records.

This public notice provides students of former special education programs and their parents with the opportunity to obtain copies for their own information and personal use. The District invites former students or their parents to request their records before they are purged.

The Reynolds School District Special Education Department will be purging inactive files for students born in 1994. Individuals wishing to obtain their special education records should send a signed written request for records prior to May 31, 2022. Written request must include current full name (and maiden if applicable), date of birth, current address, and phone number. Records can be picked up at the Special Education Office located in the Administration Office once you have been notified the records have been retrieved.

Records will only be released to the requestor who provides proof of identification (driver's license or another official form of photo identification) that includes signature, name, date of birth, and current address that matches the written request.

Send written request to:

Reynolds School District
Suzanne Allison
531 Reynolds Road
Greenville, PA 16125
724-646-5500 X5533

