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Another Choice Virtual School Special Education Records Destruction Notice

The Idaho Public Charter School Commission (IPCSC) became the custodian of the education records, including special education records, for students who previously attended Another Choice Virtual School, which closed on June 30, 2022.

The Idaho Special Education Manual provides that certain special education records, including eligibility documentation and IEPs, must be maintained for a minimum of five (5) years after disenrollment, and certain other documentation must be maintained for six (6) years. **Notice is hereby given that the special education records containing personally identifiable information of those students who last attended Another Choice Virtual School prior to June 2019 are no longer needed and will be destroyed on or after November 14, 2025.** Destruction of these records is the best protection against improper and unauthorized disclosure.

For students who last attended Another Choice Virtual School prior to June 2019, letters were mailed to adult students or parents/guardians of students under the age of 18 to the last known address of the student in January 2025 giving notice of special education records destruction and providing specific timelines for that destruction. Based on the destruction dates given in those letters, some records have already been destroyed.

A permanent record of a student's name, address, phone number, and documents required by the State Board of Education may be maintained by the IPCSC without a time limitation.

Please be aware that if you have special education records on file with the IPCSC, these records may be needed for social security benefits or other purposes in the future. Any parent/guardian of a former student under the age of 18, or a former adult student may review and/or receive these records by sending an email to PCSC@osbe.idaho.gov or completing this [online form](#) within 45 calendar days of this notice. You will then receive instructions for verification of identity.