

PENNSYLVANIA DEPARTMENT OF EDUCATION  
OFFICE OF ELEMENTARY AND SECONDARY EDUCATION

July 12, 2018

PENN\*LINK

TO: School District Superintendents  
School District Special Education Directors  
Charter School Chief Executive Officers  
Charter School Special Education Directors  
Intermediate Unit Executive Directors  
Intermediate Unit Special Education Directors

FROM: Ann Hinkson-Herrmann, Director  
Bureau of Special Education

SUBJECT: Annual Notice Amendment

The purpose of this Penn Link is to alert local educational agencies (LEAs) to include the retention/destruction schedule information below in the Confidentiality of Information section of the Annual Notice.

The addition of this information fulfills the state and federal requirements under 22 PA Code 14.121 and 34 CFR § 300.111 Child Find. Also, the addition of this information to

the Annual Notice meets compliance requirements as per 34 CFR § 300.600 State monitoring and enforcement.

In accordance with 34 CFR § 300.624, please be advised of the following retention/destruction schedule for the Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam related materials:

- PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.
- PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.

This amendment to the Annual Notice will be in effect at the start of the 2018-19 school year.

If you have any questions concerning this Penn Link, please contact John Gombocz at 717.772.3745 or [jgombocz@pa.gov](mailto:jgombocz@pa.gov).