

## **DESTRUCTION OF RECORDS**

BEGINNING OCTOBER 1, 2020, THE GLEN ROSE SCHOOL DISTRICT SPECIAL EDUCATION DEPARTMENT WILL DESTROY SPECIAL EDUCATION RECORDS THAT ARE SIX (6) YEARS OLD. ACCORDING TO STATE AND FEDERAL GUIDELINES, SPECIAL EDUCATION RECORDS WILL BE DESTROYED SIX (6) YEARS AFTER THE STUDENT LEAVES THE PROGRAM.

IF YOUR ADULT CHILD LAST RECEIVED SPECIAL EDUCATION SERVICES DURING THE 2013-2014 SCHOOL YEAR, YOU HAVE THE RIGHT TO REVIEW AND REQUEST COPIES OF THESE RECORDS BEFORE THEY ARE DESTROYED. THE ADULT CHILD, ALSO, HAS THE RIGHT TO REVIEW AND REQUEST THESE RECORDS IF HE/SHE IS EIGHTEEN (18) YEARS OF AGE OR OLDER.

PLEASE CONTACT CATHIE ACOSTA, SPECIAL EDUCATION SUPERVISOR, BY SEPTEMBER 30, 2020 WITH QUESTIONS OR REQUESTS. SHE MAY BE REACHED BY TELEPHONE AT (501) 332-3694 OR EMAIL AT [CACOSTA@GRBEAVERS.ORG](mailto:CACOSTA@GRBEAVERS.ORG)

**THESE RECORDS ARE NOT PERMANENT SCHOOL RECORDS. THEY ARE ONLY SPECIAL EDUCATION DUE PROCESS FORMS AND EVALUATION DATA.**