

## **NOTICE OF DESTRUCTION OF SPECIAL EDUCATION RECORDS**

Attention Parents / Guardians, Former Students, Eligible (Adult) Students:

Special Education records which have been collected by the Spearfish School District related to the identification, evaluation, educational placement, or the provision of Special Education in the District must be maintained under state and federal law for a period of five (5) years after Special Education Services have been ended for the student. Special Education services end when the student no longer is eligible for services, graduates, completes his or her education program at age 21, or moves from the District.

This notification is to inform parents/guardians and former students of the Spearfish Schools District's intent to destroy the Special Education records of students who received Special Education services that were born prior to 1997 or dismissed from Special Education in 2013 or before. These records will be destroyed in accordance with state laws unless the parent/guardian or eligible (adult) student notifies the School District otherwise.

The parent/guardian or eligible (adult) student may request the records in writing or in person at the following address:

Spearfish School District 40-2  
Attention: Special Education Records  
525 East Illinois Street  
Spearfish, SD 57783

Request for copies must be received by June 18, 2019. For more information, please call 605-717-1219.