**DESTRUCTION OF RECORDS**

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**SPECIAL EDUCATION RECORDS ARE MAINTAINED IN A SECURE LOCATION FOR 6 YEARS AFTER STUDENTS GRADUATE OR LEAVE THE DISTRICT. AFTER THAT TIME, THEY ARE DESTROYED IN A CONFIDENTIAL MANNER. RECORDS ARE AVAILABLE TO THE STUDENT OR PARENT (IF THE STUDENT IS UNDER 18) BY REQUEST. CALL THE SPECIAL EDUCATION OFFICE AT 870 398-4213 TO MAKE A REQUEST FOR RECORDS.** |