

BEECHWOOD INDEPENDENT SCHOOLS NOTICE – DESTRUCTION OF RECORDS

Date: _____

Student: _____

Date of Birth: _____

Dear Parent/Guardian/Student:

The Beechwood Independent School District is required to maintain **special education/504** records for three (3) years after the date of the last activity for your student; therefore, Beechwood will destroy all records it no longer needs three years after graduation, or three years after a student exits our school district. If you have reason to believe you will need these records, you must notify the school that you want/need a copy of the records prior to the designated time for destruction. You may request a copy of your child's/your records by contacting the Director of Special Education for the Beechwood Independent School District:

Phone - 859-331-1220, ext. 6808

Email – Lauren.Steltenkamp@Beechwood.kyschools.us

Please be aware that you may need information from these records for social security benefits or other purposes. Also, the school district may maintain without time limitation a permanent record of a student's name, address, phone number, grades, attendance records, classes attended, grade level completed, and year completed.

Please sign below acknowledging that you have been informed that you may request a copy of your child's/your special education records prior to their destruction.

Sincerely,

Lauren Steltenkamp
Director of Exceptional Children's Services

I verify that I am the parent, legal guardian having custody of the above named student, or that I am at least 18 years of age. I acknowledge that my rights concerning destruction of records have been explained to me.

Parent, Guardian, or Student Signature

Date