

**NOTICE OF DESTRUCTION OF RECORDS
AFTER FIVE YEARS (G-2)**

CESA #7, _____ SCHOOL DISTRICT

Mr. & Mrs. _____

Dear _____,

_____ graduated / ceased to be enrolled
Name of Student

in the _____ school district five (5) or more years ago. Under federal law, the school district is not required to maintain certain special education records like IEP team evaluation reports, IEPs and placement notices for more than five (5) years.

If you would like a copy of special education records (since certain pupil records may be needed for proof of eligibility for benefits or other purposes), please contact me at _____, no later than _____ to request a copy of the records. All special education records will be destroyed on or about _____.

If you have any questions or concerns, please contact me,

Sincerely,

Special Education Coordinator
School district of _____

Date