## **Public Notice - Retention of Special Education Records**

In accordance with ARS §41-1351, the retention period is four (4) years after the fiscal year of final enrollment in the special education program. The Page Unified School District will destroy the Special Education Records of students who have been dismissed from special education or withdrawn from the Page Unified School District for four (4) years or more from the current academic year.

Prior to the destruction of records, you have the right to review the record and obtain copies of any information. To obtain records, you must be the parent or the legal guardian of the student or the student (age 18 or older). Please indicate your request by contacting the Exceptional Student Services Department at (928) 608-4155 before December 1<sup>st</sup>.

If you do not contact the district on or before December 1<sup>st</sup>, all records four (4) years older than the current academic year will be destroyed.