



Notice of Destruction of Special Education Records 2023

Special Education records collected by the Santa Maria Joint Union High School District (SMJUHSD) related to the identification, evaluation, educational placement, or the provision of Special Education in the district, must be maintained under state and federal laws for a period of **five (5) years** after Special Education services have ended for the student. Special Education services end when the student is no longer eligible for services, graduates, completes his or her educational program at age 22 or moves from the district.

This notification is to inform parents/guardians and former students of SMJUHSD's intent to destroy the Special Education records of students who were no longer receiving Special Education services as of the end of the 2022-2023 school year. These records will be destroyed in accordance with state law unless the parent/guardian or eligible (adult) student notifies the school district otherwise.

After five years, the records are no longer used by SMJUHSD, but they may be useful to the parent/guardian or former student in applying for Social Security benefits, rehabilitation services, college entrance, etc.

With proof of identity, the parent/guardian or eligible (adult) student may request a copy of the records in person or by mail.

Records can be requested directly to the SMJUHSD Office. The request for special education records scheduled for destruction must include the following information:

- Student's full legal name
- Student's date of birth
- Last school attended and Date services ended
- Name and relationship of person requesting copies (if not adult student)
- Statement indicating there is no legal action against you that prohibits your rights to the records
- Signature and date (adult student or legal guardian)
- Contact information (phone number, email address) for notification when the records are ready to be picked up. **RECORDS WILL NOT BE MAILED.**

By Mail

- Provide the mailing address and submit a copy of the requestor's valid photo ID along with the request
- Pick up in Person
 - Provide contact information (phone number, email address) for notification when the records are available for pick up. The requestor's valid photo ID must be presented at the time the records are picked up.

PLEASE ALLOW UP TO TEN BUSINESS DAYS FOR PREPARATION OF RECORDS

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Destruction of records is completed by a certified secured licensed company