

RE: DESTRUCTION OF INACTIVE SPECIAL EDUCATION RECORDS

DEAR FORMER STUDENT BORN IN 1990, 91, 92, 93 /PARENT/GUARDIAN

It is Sapulpa Public Schools district procedure and practice to destroy all inactive Special Education records after six (6) school years. However, 60 calendar days before they are to be destroyed, we are required to provide notification. After the 60-day time period, the records will be destroyed.

Please be aware that due to circumstances beyond our control such as fire, weather, flood, relocation, out-dated electronic systems, etc, many records may not be available.

If you would like to take possession of the records, please complete the form below and hand carry the completed form along with a photo ID to the Department of Special Services located at the Washington Administrative Center, 511 E. Lee, between the hours of 8:00 a.m. and 4:00 p.m. Records cannot be faxed or mailed.

IF THE STUDENT IS 18 YEARS OR OLDER, HE/SHE IS THE ONLY ONE THE RECORDS WILL BE RELEASED TO UNLESS YOU ARE STILL THEIR LEGAL GUARDIAN. YOU WILL BE REQUIRED TO SHOW PROOF OF YOUR GUARDIANSHIP.

THESE RECORDS WILL BE DESTROYED AFTER SEPTEMBER 7, 2018

If you have any questions, please contact: Carol Matthews at 918-224-3400 x1115.

Katherine Stufflebeam
Director of Special Services

Parent/Student requesting inactive confidential records:

Name of Student _____ Date of Birth _____

Parent/Student Signature _____

Today's Date _____

_____ Photo ID

_____ Guardianship (if applicable)