

EL DORADO PUBLIC SCHOOLS SPECIAL EDUCATION DEPARTMENT

**501 North Timberlane, El Dorado, AR 71730
870-864-5133**

ATTENTION PARENTS!!!!

Parents/Guardians:

We are required by law to inform you that all personal identifiable data collected, maintained, or used for the purpose of determining those students needing and not needing special education and related services shall be destroyed within five (5) years after the date the data is no longer needed to provide education services to the student. Our records indicate that your child was dismissed, graduated, dropped, or found ineligible for special education services and/or speech/language therapy services or 504 from El Dorado School District. According to the state and federal regulations, these records must be destroyed within (5) years after a student leaves the program (May 31, 2012 through May 31, 2017). This information is no longer needed to provide educational services to your child. You have the right to review and request copies of these records before they are destroyed. Your child also has the right to review these records if he/she is eighteen (18) years old or older. If you wish to see these records, they will be available at the Special Education Office located at the El Dorado Education Complex, 501 North Timberlane from 8:00 a.m. to 4:00 p.m. weekdays from January 17, 2018 through February 28, 2018. The records will be destroyed on March 1, 2018. If you have questions about the records, please call 864-5133. El Dorado School District would like to remind you that these records may be needed by the students or the parents for social security benefits or other purposes.

NOTE: These records are not your child's permanent school records.