

Under state and federal law, records kept in Special Education files are subject to regulations regarding those Special Education records that are no longer needed to provide educational services to a student. Federal law requires that such records be retained for a period of five years from the end of the activity reflected in the records. The Weld RE-4 School District Exceptional Student Services Department is notifying the public that all Special Education records maintained in the Special Education file before January 2014 will be purged. On or before 3/22/19 you have the right to:

- 1) Notify the Weld RE-4 School District Exceptional Student Services Department in writing that you want to receive a copy of **all** Special Education records maintained in the Special Education file before the file is purged.
- 2) Request, in writing, that all “personally identifiable” Special Education records be “destroyed” after the federally required retention period. Even when a parent has requested destruction of records, the School District may permanently retain a record of the student’s name, address, telephone number, grades, attendance records, classes attended, grade levels completed and year of completion.

Weld RE-4 School District
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