

800 South Taft Avenue • Loveland, CO 80537 • Office (970) 613-5026 • Fax (970) 613-5046

To: Parents/Guardians/Families
RE: Destruction of Records

In accordance with the state and federal regulations implementing the Individuals with Disabilities Education Act (IDEA), this is to inform you of our intent to destroy personally identifiable information related to special education services maintained in Thompson School District's records department.

If you wish to obtain this information for your personal records, you will need to notify us upon receipt of this notice; otherwise, the information will be destroyed on or after **August 15, 2022**.

Please be advised that the records may be needed by the student or the parent(s) for Social Security benefits and other purposes.

Records to be destroyed are as follows:

- Individualized Education Programs (IEPs)
- Evaluation Reports
- Test Protocols (available for inspection only; no copy will be provided)
- Notifications of Meetings
- Notice of Action
- Review of Existing Data Summaries
- All other personally identifiable information within the Special Education file*

The reason for destruction of the above listed items is because they are no longer needed to provide educational services as it has been more than five years since this individual had received special education services at Thompson School District.

*The District may maintain a permanent record, without time limitations, of a student's name, address and phone number, his/her grades, attendance records, classes attended, grade level completed, and year completed.

The District is required to maintain records for a minimum of five years from the date the student no longer received special education and related services.

You may contact the records office at Thompson School District at (970) 613-5062 or at the District Administration building located at 800 South Taft Avenue.

Sincerely,



Charlie Carter
Executive Director, Student Support Services