

**Thompson School District R2-J  
Notice of Intent to Destroy  
Exceptional Student Services**

Special Education records for students, who have **not** received services in the Thompson School District R2-J for Five or more years, will be destroyed on February 16, 2021.

In order to maintain confidentiality, these records will be shredded.

If your child has Special Education records and you wish to claim them, please contact:

**Thompson School District R2-J  
Exceptional Student Services Technician  
970-613-5062**

**THE DEADLINE FOR CLAIMING RECORDS IS February 12, 2021**

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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 need to notify us upon receipt of this notice; otherwise, the information will be destroyed on or after February 16, 2021

**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

Notices 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 limitation, 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 child no longer received special education and related services.

You may contact the records office at Thompson Schools District, at 970-613-5062 or at the our District Administration building 800. S Taft Ave.

Sincerely,

Charlie Carter

Executive Director, Student Support Services