

**ATTENTION PARENTS OF OR FORMER SPECIAL EDUCATION  
STUDENTS OF THE LONOKE SCHOOL DISTRICT**

**Destruction of Records Notice**

According to state and federal guidelines, special education records must be destroyed six years after the student is dismissed, graduated, found ineligible, or if the records are no longer useful in making educational decisions. The special education records of students will be destroyed after **May 24, 2019**. You have the right to review and request copies of these records before they are destroyed. A student also has the right to review/copy of these records if he/she is eighteen years or older. The records being destroyed are for the **2012-2013** school year. If you do wish to see these records, they will be available at the Special Education Office from 8:00 a.m. until 3:30 p.m. Monday thru Friday.

If you have any questions, please contact the Special Education Office at 676-7066.

**THESE RECORDS ARE NOT THE STUDENT'S PERMANENT RECORDS. THEY ARE ONLY SPECIAL EDUCATION DUE PROCESS FORMS AND RECORDS.**