

Attention Parent/Guardians, Former Students, Eligible (Adult) Students: Special Education Records which have been collected by *Desert View Schools* related to the identification, evaluation, educational placement, or the provision of Special Education in the district, must be maintained under state and federal laws for a period of four years after Special Education services have ended for the student, Special Education services end when the student is no longer eligible for services, graduates, completes his or her education program at age 22, or moves from district. This notification is to inform parents/guardians and former students of *Desert View Schools'* policy of destroying special education records.

Desert View Schools will destroy all special education records that are older than four years as of 2016 - 2017 SY. Before these records are destroyed, parents and/ or eligible students have the right to review records and obtain copies of any information needed. To schedule an appointment, please contact our Central Office using the phone or email addresses below prior to May 19, 2017. Destruction will take place on June 2, 2017.

Central Office of Desert View Schools

Special Education Support Services

3777 West 16th Street

Yuma, Arizona 85364

Phone: (928) 817-8060

Email: hburch@desertviewschools.com/ amlee@desertviewschools.com