**Destruction of Special Education Records**

Notice

The Sierra Unified School District, through this notice, is informing persons with special education records that are maintained by the district that, by law, these records may be destroyed when the student leaves the district or when the usefulness of the documents end.

SUSD will maintain student special education and accompanying health records until the individual’s 25th birthday. At that time, destruction of records will be accomplished in such a way as to ensure no possible public inspection.

The District must inform - but need not seek consent of – parents or adult students when personally identifiable information collected, maintained, or used for a student is no longer needed to provide education services, and will be destroyed.

Please contact Reggie Foster, Registrar for Sierra High School, if you wish to take possession of your records at any point beyond your (or your child’s) 25th birthday. Be prepared to present picture identification (that also indicates your age) as proof of identity.

*Please call Ms. Foster before coming to the Sierra High School Counseling Office, as physical records need to be retrieved from archive storage.*