

Board of Directors

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Board of Directors

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Notice of Destruction of Records (WAC 392-172A-05235)

Dear Parents/Guardians, Former Students, and Eligible (Adult) Students:

Notice is hereby given that the Tenino School District intends to destroy on June 22, 2028 the Special Education records of students who have been separated from all Special Education programs on or before June 30, 2022.

Special Education records which have been collected by the Tenino School District 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 six (6) years after Special Education services have ended for the student. Special Education services end when a student is no longer eligible for services, graduates, completes his/her educational program at age 22, or withdraws from the Tenino School District.

In accordance with WAC 392-172A-05235 and RCW 28A.155.090, this notification is to inform parents/guardians and former students of the Tenino School District's intent to destroy the Special Education records of students that have exited from all Special Education programs **prior to and during the 2021-2022 school year**. These records will be destroyed in accordance with state law on **June 22, 2028**, unless the parent/guardian or eligible adult student notifies the Tenino School District in writing otherwise.

After six years, the Tenino School District is no longer required to retain these records, but they may be useful to the Parent/Guardian or former student in applying for Social Security benefits, rehabilitation services, college entrance and accommodations, etc. The Parent/Guardian or eligible (adult) student may request a copy of the records in writing or in person prior to the destruction date of **June 22, 2028** at the following address:

Tenino School District Student Services
301 Old Hwy 99 N.
PO Box 4024
Tenino, WA 98589
studentservices@tenino.k12.wa.us

Requests for former records will be accepted until June 16, 2028.