



**Notification Regarding  
Destruction of Educational Records**

**Date: 2/6/24**

According to State and Federal guidelines, all confidential special education records may be destroyed after a period of five years upon the determination that the records are no longer needed for educational purposes. Parents and adult students must be notified prior to the destruction of confidential special education records and must have the opportunity to obtain the records before destruction. These confidential special education records include records of the child's special education evaluation, eligibility determination, placement in special education classes, and Individual Education Programs (IEPs) and may be needed for Social Security benefits or other purposes in the future.

**Records are scheduled to be destroyed five years after graduation, five years after withdrawal from Sand Springs Public Schools, or when your child no longer qualifies for any special services. In order to facilitate communication, parents should update the Special Services Department with new addresses and phone numbers so that notices regarding the destruction of records may be received. At the end of the five-year period, parents/adult students will be notified 60 days prior to the destruction of records by mail or email via the last known address.**

If you would like to schedule a time to pick up your records, please call 918-246-1426. You will need to present a photo ID to receive the documents.

**Date records scheduled to be destroyed: 4/7/24**

cc: Student Confidential File