

**RIVERSIDE ELEMENTARY SCHOOL DISTRICT #2
DESTRUCTION OF SPECIAL EDUCATION RECORDS**

NOTICE

Special education records may be destroyed after four years once the student has been dismissed, withdrawn, transferred or graduated from the school district or when this information is no longer needed to provide education services.

This is to serve notice to all parents to former special education students that Riverside Elementary School District will destroy records dated **before June 30, 2021 (2019-20 school year) and (2020-21 school year)**. The information contained in these records maybe needed for other purposes. Therefore, before these records are destroyed, you have the right to review records. Please indicate your desire to do so before **June 30, 2025** by calling the district office at (602) 477-8900 ext. 1337.