



# FORTUNA UNION HIGH SCHOOL DISTRICT

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GLEN SENESTRARO, SUPERINTENDENT

## NOTIFICATION OF DESTRUCTION OF STUDENT SPECIAL EDUCATION RECORDS

May 31, 2019

Dear Parents/Guardians,

In accordance with the state and federal regulations implementing the Individuals with Disabilities Education Act (IDEA), this is to inform you of our intent to destroy personally identifiable information related to special education services maintained in your student's school special education records.

If you wish to maintain this information for your personal records, you need to notify us upon receipt of this notice; otherwise, the information will be destroyed on July 1, 2019.

Please be advised that the records may be needed by the student or the parent(s) for social security benefits or other purposes.

Records to be destroyed are as follows:

- Individualized Education Programs (IEPs)
- Evaluation Reports
- Test Protocols
- Notifications of Meetings
- Notices of Action
- Review of Existing Data Summaries
- All other personally identifiable information within the Special Education file

The reason for destruction of the above listed items is because they are no longer needed to provide educational services as it has been more than three (3) years since this individual has received special education services and/or been enrolled at Fortuna Union High School District. The district retains a permanent record, without time limitation, of information required by state law, as defined in 5 California Code of Regulations Section 423(a)(1).

You may contact the records office at Fortuna Union High School District at 707-725-4461 or the address above for more information.

Sincerely,  
Glen Senestraro  
District Superintendent