

PUBLIC NOTICE - Retention of Special Education Records

In accordance with ARS §41-1351, the retention period is four (4) years for **Special Education Records**. Keeping records for a time period other than their approved retention period is illegal. J.O. Combs Unified School District will destroy Special Education Records of students who have been dismissed or withdrawn from J.O. Combs Unified School District for four (4) years or more from the current academic year.

Prior to the destruction of records, you have the right to review the records and obtain copies of any information. To obtain records you must be the parent or the legal guardian of the student or the student (age 18 or older). Please indicate your request by contacting the Student Services Department at 480-987-5321 or email rmartin@jocombs.k12.az.us before June 30.

If you do not contact Student Services on or before June 30, all records four (4) years older than the current academic year will be destroyed in accordance with established policy.