



WINONA-MONTGOMERY SCHOOL DISTRICT

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NOTICE OF DESTRUCTION OF SPECIAL EDUCATION RECORDS

To Whom It May Concern:

Special education records which have been collected by the Winona-Montgomery Consolidated School District (WMCS D) 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 five years after special education services have ended for the student.

Special education services end when the student is no longer eligible for services, graduates, completes his/her education program at age 21, or moves from the District. This notification is to inform parents/guardians and former students of the WMCS D's intent to destroy the special education records of students who were last eligible to receive special education services from WMCS D during the 2019-2020 school year.

The records will be destroyed beginning in July of 2026. These records will be destroyed in accordance with State law unless the parent/guardian or eligible (adult) student notifies the District otherwise. After five years, the records are no longer useful to the District, but may be useful to the parent/guardian or former student in applying for social security benefits, rehabilitation services, or college entrance.

Request

I, _____, am requesting a copy of special education records for,
_____, on _____.

Receipt

I, _____, received a copy of special education records for,
_____, on _____.

WMSD Staff Signature and Date _____

WMSD