Diamond R-IV School District

Dr. Keith White, Superintendent

P.O. Box 68 - 401 S. Main Street Diamond, Missouri 64840

417-325-5186

Mrs. Cindy Sprague Curriculum Director Diamond Central Office 417-325-5186

Mr. Chris Nelson Technology Director Diamond Central Office 417-325-5186

Mr. Ron Gray Maintenance/Transportation Director Diamond Central Office

417-325-5186

Dr. Laura Weaver Special Services Director Diamond Central Office 417-325-7321

Mr. Chris Mettlach Principal / Activities Director

Diamond High School 417-325-5188

Dr. John Lawrence Principal

Diamond Middle School 417-325-5336

Mrs. Lisa Northup Principal

Diamond Elementary School 417-325-5189

Mr. Mac Whitehead Dean of Students Diamond High School 417-325-5188

Dear Parents,

**NOTIFICATION OF DESTRUCTION OF STUDENT SPECIAL EDUCATION RECORDS**

**May 26, 2022**

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 08/02/2022.

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 (Available for inspection only; no copy will be provided)

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 at Diamond R4 Schools.

\*The district may maintain a permanent record, without time limitation, of a student’s name, address and phone number, his/her grades, attendance record, classes attended, grade level completed, and year completed. The school is required to maintain records for a minimum of three (3) years from the date the child no longer received special education and related services.

Sincerely,

Dr. Laura Weaver Director, Special Services