



OMAK SCHOOL DISTRICT
CREATING A FUTURE FOR EVERY CHILD SINCE 1912

Notice of Destruction of Records

Attention Parents/Guardians, Former Students, Eligible (Adult) Students:

Special Education records which have been collected by the Omak School District Area 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 six years after Special Education services have ended for the student. Special Education services end when the student is no longer is eligible for services, graduates, completes his or her educational program at age 22, or withdraws from the district.

This notification is to inform parents/guardians and former students of Omak School District and Omak Schools' intent to destroy the Special Education records of students who are no longer receiving Special Education services as of the end of the 2011 - 2013 school year or prior years. These records will be destroyed in accordance with state law unless the parent/guardian or eligible (adult) student notifies the school district otherwise.

After six years, the records are no longer useful to the district, but they may be useful to the parent/guardian or former student in applying for Social Security benefits, rehabilitation services, college entrance, etc. The parent/guardian or eligible (adult) student may request a copy of the records in writing or in person prior to the seventh year after graduation at the following address:

Omak School District, All Schools
619 Bartlett Ave.
PO Box 833
Omak, WA 98841

PLEASE NOTE: THIS POLICY PROVIDES STUDENTS AND THEIR PARENTS WITH NOTICE THAT THE DISTRICT MAY DESTROY RECORDS UNDER THE FOLLOWING CIRCUMSTANCES AND TIMELINES:

- Special Education and Section 504 records may be destroyed once 6 years have passed from the date a student has graduated or withdrew from the district



OMAK SCHOOL DISTRICT
CREATING A FUTURE FOR EVERY CHILD SINCE 1912

- Notice of destruction of these records is provided annually via this publication. Educational records of a student are no longer needed by the District to provide educational services at the end of one year following a student's graduation from the District. A parent/guardian may submit a written request for the destruction of all education records at that time.
- Destruction will proceed where parents or eligible students have not requested copies by September 30th, 2019. Parents or students who are eighteen years of age have the right to request a copy of their record before destruction.

Parents are reminded that copies of the records might be needed for the acquisition of Social Security benefits or for other purposes.

John Holcomb, Special Service Director

Omak School District