



**HAZEL PARK
SCHOOLS**

Notice of Destruction of Special Education Records

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

Special Education records which have been collected by the School District 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 seven (7) years after Special Education services have ended for the student. Special education services end when the student no longer is eligible for services, graduates, completes his or her educational program at age twenty-six (26), or moves from the District.

This notification is to inform parents/guardians and former students of the School District that these records will be destroyed in accordance with state and federal law unless the parent/guardian or adult student notifies the District otherwise.

After seven (7) 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 at the following address before **January 1, 2025**:

**Hazel Park Schools
Ford Administration Building
1620 E. Elza
Hazel Park, MI 48030
248-658-5204**

