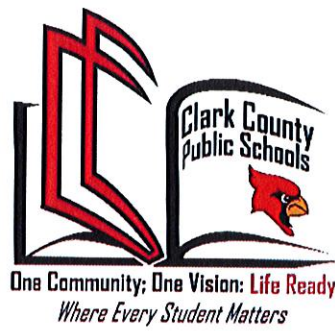


DUSTIN HOWARD
Superintendent

KELLY FITZHEN
Chief Academic Officer

BRANDON WATKINS
Chief Operations Officer

CHRISTY BUSH
JUSTIN CASON
ALEISHA ELLIS
REBECCA LOWRY
BRIDGETTE MANN
DR. TAMMY PARRISH
DONALD STUMP
Administrative Directors



WILLIAM TAULBEE
Chair

ASHLEY RITCHIE
Vice Chair

DORA HALL

BILLY BENNETT

BEN DORSEY

Board of Education Members

RE: _____

Date of Birth: _____

Date: _____

Dear /Parent/Guardian/Student,

The Clark County Public Schools are required to maintain special education records for three (3) years after the date of the last activity. **Therefore, the school district will destroy all records three years after graduation or three years after a student has exited a special education program.** If you have reason to believe you will need these records at a later date, you must notify the Clark County Public Schools that you want the records **prior** to the designated time for destruction. You may request your records prior to the designated time for destruction by contacting the Director of Exceptional Children for the Clark County Schools at 859-744-2762.

Your records are scheduled to be destroyed after May 31, 2026.

Please be aware that you may need information from the records for social security benefits or other purposes. Also, the school district may maintain, without time limits, a permanent record of a student's name, address, phone number, grades, attendance records, classes attended, grade level completed, and year completed.

Please sign below acknowledging that you have been informed of your right to request special education records prior to their destruction.

Sincerely,

Bridgette Mann
Administrative Director
Exceptional Children Services

.....
I verify that I am the parent/legal guardian having custody of the above named student, or that I am at least 18 years of age. I acknowledge that my rights concerning destruction of records have been explained to me.