

March 22,2023

Dear Parents and Former Students:

This letter is to inform you that your student has been out of the Special Education Program for five years. This can include dismissal from Speech services, moving out of our district, testing that didn't qualify your student for Special Education, etc. It is Stillwater Public Schools district procedure and practice to destroy all inactive Special Education records after five (5) school years. However, 60 calendar days before they are to be destroyed, we are required to provide notification. If you would like to have this record, please send a written request to the address below or bring this form to pick up the file in person. A valid photo ID will be required.

Special Education Director
Stillwater Public Schools
314 South Lewis Street
Stillwater, OK 74074

If we do not receive your request within sixty (60) days of the above date, the records will be permanently destroyed and no longer in our files. If you have any questions, please contact Melisa Kifer or Julie Thibodeau at 405-707-5036.

Melisa D. Kifer
Special Education Director

Parent/Student requesting inactive confidential records:

Name of Student _____ Date of Birth _____

Parent/Student signature _____ Today's date: _____

Date of Anticipated Destruction: May 22, 2023