

Destruction of Records

Public Notice - *Retention of Special Education Records*

In accordance with ARS §41-1351, the retention period is four (4) years for special education records. Keeping records for a time period other than their approved retention period is illegal. Arts Academy at Estrella Mountain will destroy special education records of dismissed students or students withdrawn from Arts Academy at Estrella Mountain for (4) years or more from the current academic year.

Prior to the destruction of records, you have the right to review the records and obtain copies of any information. To obtain records you must be the parent or the legal guardian of the student or the student (age 18 or older). Please indicate your request by contacting the Exceptional Student Services Department at (623) 474-2120 or email special records before December 31.

If you do not contact Exceptional Student Services on or before December 1, we will destroy all records four (4) years older than the current academic year. This is in accordance with established policy. We store current records electronically. Contact the Exceptional Student Services Department at (623) 474-2120 to obtain an electronic copy.