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Mark Strawn, Director of Special Education  
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## **Public Notice**

### **Notice of Destruction of Special Education Records**

The Virginia School District will be destroying the unclaimed Special Education records for students who exited Special Education Services in this district on May 31 2018, or earlier. These records will be destroyed on, or after July 1, 2023 in accordance with state law unless the parent/guardian or eligible (adult) student notifies the school district otherwise. Records not requested by 3:30 PM, Central Time, June 30, 2023 will be destroyed.

With proof of identity, the parent/guardian or eligible (adult) student may request a copy of the records by mail. The written request for special education records scheduled for destruction must include the following information:

- Student's full legal name
- Student's date of birth
- Name and relationship of person requesting copies
- Signature and date (adult student or legal guardian)
- Contact information (phone number, email address) for notification when the records are ready to be picked up.

A valid picture ID must be presented at the time the records are picked up.

Mail signed requests to:

Virginia Special Education Department  
ATTN: RECORD REQUEST  
651 S. Morgan St.  
Virginia, IL 62691

After June 30, 2023 all records will be destroyed in accordance with state law.