

SPECIAL EDUCATION RECORDS DESTRUCTION **PUBLIC NOTICE**

Confidential special education records are retained for seven years after a student graduates, completes Board of Education program, transfers or withdraws from the Lexington City School Division. After that time period, confidential special education records are disposed of via confidential destruction, unless the parent/guardian/adult student notifies the school division otherwise. The parent/guardian/adult student may request a copy of the records. A valid picture ID must be presented at the time the records are picked up. For additional information, please contact the Lexington City Schools' Central Office at 540-463-7146.

Library of Virginia, GS-21, Series 008224
Policy JO - LCS Policy Manual