

**Special Services Cooperative
of Wamego**

USD #323 Rock Creek

USD #320 Wamego

USD #329 Mill Creek Valley

510 Highway 24 East Wamego, Kansas
Phone 785-456-9195 Fax 785-456-1591
e-mail: bilderbam@usd320.k12.ks.us

Mike Bilderback, Director

Diana Phillips, Secretary

Re: Notice of Destruction of Educational Records

Dear

Special education records for each child with an exceptionality are maintained by the school district and our Cooperative until no longer needed to provide educational services to your child. This notice is to inform you that the special education records for your child have reached the 5 year standard set by the state department of education. Records may be destroyed 5 years following program completion or graduation from high school unless the student (or the student's legal guardian) has taken possession of the records prior to that time.

If you or the student wish to make arrangements to acquire records after the student's date of program completion or graduation from high school please contact: The Special Services Cooperative of Wamego, at 510 E. Highway 24, Wamego, KS. 66547 or call Mike Bilderback, Director of Services at 456-9195.

Cordially,

Mike Bilderback, M.S.

(04/05)