



Valley School District No. 070

3030 Huffman Road • Valley, WA 99181 • Ph: (509) 937-2791 • Fax: (509) 937-2691 • www.valleysd.org

[Date]

[Parent Name]

[Parent Address]

[City, State Zip]

RE: STUDENT RECORDS FOR [STUDENT NAME]
[School Name]

Dear [Parent Name],

In accordance with state regulations, your student's Special Education history file from [School Name] will be retained in the Valley School District for a period of at least six (6) years. At the end of the retention period and prior to file disposition, you will have an opportunity to take possession of any or all of your student's Special Education records. At that time, notification about the availability of the records will be mailed to the last known address for your student. Please be aware that information contained in records may be needed by you or your student to establish eligibility for certain adult benefits, such as social security.

If you have any further questions, I encourage you to contact the district business office at (509) 937-2791.

Sincerely,

Gabriele von Trapp
District Records Manager