

### **Special Education File Retention and Destruction Notification:**

Any former Salt Lake City School District students now **aged 24 or younger** who were evaluated for special education services or received special education service may request their special education records upon completion of their public education. **On an annual basis, all previous special education records will be removed and destroyed by Salt Lake City School District after January 1 each for anyone aged 27.** Upon presentation of proper identification, an individual's special education records will be released **only to him/her or legal guardian** until that date. Contact our department at 801-578-8203 for special education files requests.