

LAKEVIEW COMMUNITY SCHOOLS

3744 83RD STREET
COLUMBUS, NE 68601
PHONE: 402-564-8518

LEGAL NOTICE

Notification of Destruction of Special Education Records

Lakeview Community School District is providing public notice that special education records for former students who previously received special education services are scheduled for destruction.

Lakeview Community School District intends to destroy the records of students who exited from any special education program prior to and during the 2010–2020 school years.

In accordance with record retention requirements, school districts must retain special education records for five (5) years after a student has completed their program. Completion includes graduation, transfer to another school district, or no longer meeting eligibility requirements for special education services.

A letter will be mailed to the last known address of former special education students or their parents/guardians notifying them of this process.

Parents or guardians may request a copy of these records before they are destroyed.

To request records, please contact:

Jodi Behlen

Lakeview Community Schools

3744 83rd Street

Columbus, NE 68601

Phone: (402) 564-8518

Email: jbehlen@lakeview.esu7.org

Requests must be made within 30 days of this notice. If no request is received, the records will be destroyed in accordance with record retention guidelines.