MARSHFIELD R-I SCHOOL DISTRICT

Prepare each student for a successful future.

District Leadership
Dr. Garrett Lowder, Superintendent
Dr. Stephanie Vickers, Assistant Superintendent, Academics
Josh Hume, Assistant Superintendent, Operations

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Marshfield, MO 65706
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NOTIFICATION OF DESTRUCTION OF STUDENT SPECIAL EDUCATION RECORDS

In accordance with the state and federal regulations implementing the Individuals with Disabilities Education Act (IDEA), this is to inform former students of our intent to destroy personally identifiable information related to special education services maintained by Marshfield R-I School District.

Records older than three (3) years* and no longer needed to provide educational services will be destroyed on **August 1, 2026.**

Records to be destroyed are as follows:

- Individualized Education Programs (IEPs)
- Evaluation Reports
- Test Protocols
- Notifications of Meetings
- Notices of Action
- Review of Existing Data Summaries
- All other personally identifiable information within the Special Education file**

Please be advised that these records may be needed by a student or parent(s) for social security benefits or other purposes. If you wish to acquire this information for your personal records, you need to notify us upon receipt of this notice and before the destruction date.

*Marshfield R-1 School District is required to maintain records for a minimum of three (3) years from the date the child no longer received special education and related services, this is typically after graduation. If a student transfers to another district, records are sent to the transferring district.

The district may maintain a permanent record, without time limitation, of a student's name, address and phone number, his/her grades, attendance record, classes attended, grade level completed, and year completed.

In order to obtain your records or for more information, please contact the Marshfield R-1 School District Special Services Office via phone 417-859-2120 or by mail at Central Office, 170 State Hwy. DD, Marshfield, MO 65706.

Sincerely,

Sherry Davis
Sherry Davis, Director of Special Programs

Board of Education
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