Enterprise City Schools

NOTICE OF DESTRUCTION OF SPECIAL EDUCATION RECORDS

Enterprise City Schools Special Education Department will destroy special education records of former students whose special education programs ended on or before August 1, 2021, and who graduated, completed their school program, transferred, or withdrew from the district.

Former students who are 18 years of age or older may request to review and/or receive a copy of their records. Parents or legal guardians may request records for students under age 18 or when otherwise legally authorized.

All requests must be received by December 3, 2026. Records not requested by this date will be eligible for destruction beginning December 4, 2026, provided all applicable retention requirements have been met and no legal or other records-retention hold applies.

Your Rights: Under the Family Educational Rights and Privacy Act (FERPA), parental rights to access education records transfer to the student when the student turns 18 or enrolls in a postsecondary institution, whichever occurs first. Exceptions may apply when a parent or legal guardian retains legal authority, including in certain cases involving an adult student who has been determined legally incompetent or incapacitated.

In accordance with the Individuals with Disabilities Education Act (IDEA) and Alabama Administrative Code Rule 290-8-9-.08(2)(h), special education records are maintained for five years following termination of the student's special education program. Certain permanent education records, such as the student's name, grades, attendance, classes attended, and grade level completed, may be retained indefinitely as permitted by law.

How to Request Records: Submit a written request to the address or email below. Please include the student's full name, date of birth and date of graduation or last date of attendance.

Please allow at least two weeks for records preparation. A government-issued photo ID and, when applicable, documentation of legal authority must be presented before records are released.

CONTACT:

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Special Projects Center
6500 Boll Weevil Circle
Enterprise, AL 36330
Telephone: 334-347-4287
Fax: 334-393-7105
Email: spcenterprise@enterpriseschools.net

Records will be released only to the former student or an individual legally authorized to receive them. All records approved for destruction will be destroyed in a manner that protects the confidentiality of student information.