

PUBLIC NOTICE  
HAYWARD COMMUNITY SCHOOL DISTRICT

Attention Parents/Guardians, Former Students, Eligible (Adult) Student: Special Education records which have been collected by the Hayward Community School District related to the identification, evaluation, educational placement, or the provision of Special Education in the district, must be maintained under state and federal laws for a period of five years after Special Education services have ended for the student, Special Education services end when the student is no longer eligible for services, graduates, completes his or her educational program by age 22 or moves from the district.

This notification is to inform parent/guardians and former students of Hayward Community School District's policy of destroying special education records upon the expiration of five years from the date that services end. These records will be destroyed in accordance with state and federal law unless the parent/guardian or adult student notifies the Hayward Community School District otherwise. After five years the records are no longer useful to the district, but they may be useful to the parent/guardian or former student in applying for Social Security benefits, rehabilitation services, college entrance, etc.

If you wish to maintain this information for your personal records and for any question or more information, please contact the office of Dr. Laura Kieran, Special Education Director of Hayward Community School District, at 715-638-9001.