

## Records Destruction Notice

Cabot, AR.--Beginning July 1, 2024, the Special Education Department of the Cabot School District will start to destroy special education records which are six years old or older. According to State and Federal guidelines, special education records should be destroyed within six years after a student leaves the program. If you are a former student of CPS and received special education services during the school year 2017-2018, you have the right to receive your records before they are destroyed. If you are a student and are requesting your records, you must be eighteen years old or older. Special Education records will be available to you for pick up at the CPS Special Education Department located inside of the Freshman Academy building located at 18 Spirit Drive, Cabot, AR 72023. Records can be picked up from June 1 thru June 28th, 2024. You must bring your photo identification card. To arrange a time for pickup, contact (501) 743-3543 or (501) 843-3363 ext. 1043.

**THESE RECORDS ARE NOT PERMANENT SCHOOL RECORDS. THEY ARE ONLY SPECIAL EDUCATION DUE PROCESS FORMS AND EVALUATION DATA.**