

## **NOTICE**

According to the Alabama Administrative Code r.290-080-090-.10(2)(g), an education agency must retain a copy of education records for five (5) years after a student with disabilities graduates with a diploma, reaches age 21, or exits high school. At the end of the five (5) year retention period, the education agency shall provide written notice to parents to inform them that the special education records are no longer needed and will be destroyed. This serves as notice that special education records for students who graduated with a diploma, reached age 21, or exited high school on or before May, 2009, will be destroyed after August 31, 2014 unless the parents pick up the records or notify the Director of Instructional Support Services at the following address prior to that date to arrange a time to receive the records:

Barbara D. Mayer, Ed.D.  
Director of Instructional Support Services  
Hoover City Schools  
2810 Metropolitan Way  
Hoover, AL 35243  
(205) 439-1051