



Marshfield R-I School District



Mike Henry
Superintendent of Schools
Mitch Espy
President, Board of Education

170 State Hwy DD
Marshfield, MO 65706
PH: 417-859-2120 FAX: 417-859-2193
www.mjays.us

Dr. Garrett Lowder
Assistant Superintendent, Academics
Josh Hume
Assistant Superintendent, Operations

Student Focused - Integrity - Compassion - Serve - Growth

Central Office

Sherry Davis
Director, Special
Services

High School

370 State Hwy DD

Nicki Thompson
Principal

Brad Hurley
Assistant Principal
Kylie McCoy
Assistant Principal

Junior High

660 N Locust St

Preston Hyde
Principal

Andrea George
Assistant Principal

Shook Elem

180 State Hwy DD

Becky Weigand
Principal

Taylor Young
Assistant Principal

Webster Elem

650 N Locust St

Natasha Adams
Principal

Calen VanNess
Assistant Principal

Hubble Elem

600 N Locust St

Missy Basnett
Principal

Sara Reynolds
Assistant Principal

Early Learning

Center
520 N Locust

Stephanie Walker
Director

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, 2024**.

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 Services