



# Marshfield R-I School District



Mike Henry  
Superintendent of Schools  
Amy Wilkerson  
President, Board of Education

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

Dr. Rocky Valentine  
Assistant Superintendent, Operations  
Dr. Garrett Lowder  
Assistant Superintendent, Academics

**Student Focused - Integrity - Compassion - Serve - Growth**

June 16, 2022

**Central Office**  
Melynda Van Note  
Director, Special Services

**High School**  
370 State Hwy DD

Jeff Curley  
Principal  
Michael Crews  
Assistant Principal  
Brad Hurley  
Assistant Principal

**Junior High**  
660 N Locust St

Daphne Grandel  
Principal  
Preston Hyde  
Assistant Principal

**Shook Elem**  
180 State Hwy DD

Becky Weigand  
Principal  
Taylor Young  
Assistant Principal

**Webster Elem**  
650 N Locust St

Curt White  
Principal  
Natasha Adams  
Assistant Principal

**Hubble Elem**  
600 N Locust St

Mallory Robertson  
Principal  
Sara Reynolds  
Assistant Principa

**Early Learning Center**  
520 N Locust

Mallory Robertson  
Principal  
Melynda Van Note  
Director, Special Services

## 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 Reeds Spring R-IV School District.

Records older than three (3) years\* and no longer needed to provide educational services will be destroyed on **August 1, 2022.**

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,

*Melynda Van Note*

Melynda Van Note  
Director of Special Services