



## CLEARBROOK-GONVICK SCHOOL

Independent School District #2311

16770 Clearwater Lake Rd

Clearbrook, MN 56634



Ryan Grow, Superintendent

Josh Tharaldson, Principal

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### **PUBLIC NOTICE: Destruction of Inactive Special Education Records**

In accordance with state and federal records retention requirements, Clearbrook-Gonvick School will be destroying inactive special education records for former students whose records have been retained for at least seven (7) years following their anticipated date of graduation.

This notice applies to former students whose anticipated date of graduation was 2019 or earlier and whose special education records have been retained in accordance with the district's records retention schedule.

Former students, or parents/guardians of eligible students, who wish to obtain copies of their special education records prior to destruction must submit a request to the district superintendent's office no later than July 30<sup>th</sup>.

After this date, eligible records will be destroyed and will no longer be available.

For additional information or to request records, please contact:

Ryan Grow, Superintendent  
Clearbrook-Gonvick School  
(218) 776-3112