



STATE OF ALABAMA  
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.  
State Superintendent of Education

June 13, 2022

Contact: ALSDE Communications  
(334) 694-4686  
comm@alsde.edu

**SPECIAL EDUCATION RECORDS TO BE DESTROYED**

The Alabama State Department of Education (ALSDE) has scheduled certain special education records to be destroyed for **July 14, 2022**. Records to be destroyed pertain to special education Written State Complaints, mediations, and due process hearing requests filed between January 1, 2016, and December 31, 2016.

If you are the parent of a child (or a student aged 19 or older, or a former student aged 19 or older) involved in a special education State Written Complaint, mediation, or due process hearing request, with records maintained at the ALSDE during this timeframe; you may request the Written State Complaint, mediation, or due process hearing request records pertaining to your child (or yourself), by mailing or faxing a signed written authorization to release the records to:

Ms. Bernice Rush-Harrison  
Alabama State Department of Education  
Special Education Services  
Post Office Box 302101  
Montgomery, AL 36130-2101  
Email: brush-harrison@alsde.edu

The written authorization to release the records must be received by 4 p.m., July 13, 2022. Your letter should include the student's name, current mailing address, and telephone number. Unless SES receives a signed, written request for the Written State Complaint, mediation, and/or due process hearing request records, these records will be destroyed on July 14, 2022.

If you have questions, please contact Ms. Rush-Harrison at (334) 694-4782.

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