



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



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

February 1, 2023

Contact: ALSDE Communications
(334) 694-4686
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SPECIAL EDUCATION RECORDS TO BE DESTROYED

The Alabama State Department of Education (ALSDE) has scheduled certain special education records to be destroyed for **March 31, 2023**. Records to be destroyed pertain to special education Written State Complaints, mediations, and due process hearing requests filed between January 1, 2017, and December 31, 2017.

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 Written State 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 4:00 p.m., March 30, 2023. Your letter should include the student's name, current mailing address, and telephone number. Unless Special Education Services receives a signed, written request for the 2017 Written State Complaint, mediation, and/or due process hearing request records, these records will be destroyed on March 31, 2023.

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