



SPECIAL EDUCATION RETENTION OF RECORDS PARENT GUARDIAN NOTIFICATION

Arizona State Library, Archives, and Public Records – Arizona Secretary of State

General Records Retention Schedule Issued to:
All Arizona School Districts and Charter Schools
Student Records

Schedule Number: GS-1074 Rev. 1
Record Number: 21195

Special Education Records

Retention Period: 4 Years (Approved 8/30/2011)
(Including placement records, referrals, evaluations, testing data, and other related records)

Parental Notification

As per the Arizona Records Retention Schedule, Tucson Preparatory School destroys special education records four years after final enrollment. Any parent of a student under the age of 18 may officially request records at any time before the four-year time has elapsed. Similarly, students or former students 18 years of age or older may request their records within the same 4-year period.

To request records please contact:

Tucson Preparatory School
ATTN: SPED
104 E Prince Rd.
Tucson, AZ 85705
520-622-4185.