



## **DESTRUCTION OF RECORDS**

Attention: Special Education Students who graduated in 2013

Your original file will be destroyed on or after **SEPTEMBER 1, 2018.**

If you would like to request your entire Special Education file. You may contact us for your file before your records are destroyed:

San Dieguito Union High School District  
Attn: Special Education Dept.  
710 Encinitas Blvd., Ste. 105  
Encinitas, CA 92024.

-OR-

Fax: (760) 634-0676

Information Needed From You:

- Student's Full Name
- Current Address & Phone Number
- Student's Birthdate
- Student's Graduating School
- Parents Name

We will only release your file to another person provided you list their full name in your request and their relationship to you. You must provide a valid ID when you and/or your designated person picks up your file. If you have any additional questions, please call (760) 753-6491 Ext. 5546.