



Mt. Evans BOCES

Clear Creek RE1 - Gilpin RE1- Platte Canyon #1

Strong Partnerships Ensuring Success for Exceptional Students

Po Box 1069 Bailey, Colorado 80421

303-679-7404

October 19, 2016

Re: Notice of Destruction of Records

Dear Parent or Eligible Student

The Mt. Evans Board of Cooperative Educational Services (BOCES) provides services to the Platte Canyon School District, the Clear Creek School District and the Gilpin School District. The BOCES currently has in storage personally-identifiable educational records concerning your minor child (or concerning you if you are a former student who is age 18 or older). We have determined that more than two (2) years have elapsed since these records were used in providing educational services, and that these records are no longer needed for any educational purpose. Therefore, we intend to destroy the records.

The records to be destroyed will include any and all documents on file, including but not limited to any Individual Educational Program (IEP), evaluation reports, notifications, conference notes, and any parts of the cumulative file from the respective school districts that may be held in BOCES storage. The individual school districts may keep a permanent record of the student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed if that information is needed.

If we do not hear from you regarding your interest in these records, they will be destroyed on November 18, 2016.

Please let us know if you have any questions about this notice. You may direct your inquiries to Mt. Evans BOCES, at the address/telephone shown on this letter.

Best regards,

Terri Jones, Ph.D.

Executive Director, Mt. Evans BOCES

