



LEAKE COUNTY SCHOOL DISTRICT
OFFICE OF STUDENT SERVICES

September 24, 2025

NOTICE OF INTENT TO DISPOSE OF SCHOOL RECORDS

Pursuant to the **Family Educational Rights and Privacy Act (FERPA)** and the **Mississippi Public School Records Retention Schedule**, Leake County School District is providing public notice of its intent to **destroy certain special education and/or cumulative student records** that are no longer educationally relevant.

Who is Affected:

This notice applies to former students who:

- Attended school in Leake County School District, and
- Were born **on or before September 24, 2004**, and
- Received special education services **or** graduated/withdrew **on or before June 1, 2020**.

Type of Records:

These records may include, but are not limited to:

- Individualized Education Programs (IEPs)
- Evaluation and eligibility reports
- Psychological assessments
- Educational placement records
- Related service documentation
- Cumulative (permanent) education records no longer required for district operations

Reason for Disposal:

The retention period required by the Mississippi Department of Archives and History and the Mississippi State Board of Education has expired. These records are no longer needed to provide educational services.

Action Required:

If you wish to obtain your records prior to their scheduled destruction, please visit the Office of Special Services to retrieve them in person.

Individuals wishing to retrieve their records must do so **no later than November 1, 2025**. After this date, the records will be securely destroyed in accordance with state and federal guidelines.

Please note: These records **may be needed for Social Security benefits, college enrollment, or other future purposes**.

Sincerely,

Patrease Edwards, Ed.S., NBCT
Director of Special Education
Leake County School District

201 North Van Buren Street
Carthage, MS 39051
Office: 601-267-8661 Fax: 601-267-5903