



Mathews County Public Schools

P.O. Box 369
Mathews, Virginia 23109

Special Education Office
(804) 725-3499

Fax Number
(804) 725-3642

Attention Parents/Guardians, Former Students, Eligible Adult Students:

Mathews County Public Schools purges confidential files related to the identification, evaluation, education placement of students that received Special Education services, to include specialized instruction, speech and language therapy, occupational therapy and/or physical therapy not inclusive to these services. Special Education services end when the student no longer is eligible for services, graduates, completes their education program at age 22, or transfers/withdrawals from Mathews County Public Schools.

This notice is to inform parents/guardians and students that ended Special Education services through Mathews County Public Schools that our division in compliance with *The Library of Virginia, Records Retention and Disposition Schedule No. 21* the scheduled retention period is “5 years after the student graduates, completes Board of Education program, transfers, or withdraws” after that date all records will be destroyed. It is important to note that this file may be needed for social security benefits or other purposes. You may notify our office in writing if you would like to receive the contents of your student file.

If you have any questions, please contact:

Mathews County Public Schools
Office of Special Education
PO Box 369
Mathews, VA 23109
804-725-3499