

April 27, 2017

Class of 2012,

I am writing to inform you that you have the opportunity to pick up your school Cumulative file (and any Special Education file if applicable) before they are destroyed. Five years after graduation, records are scanned and kept in an electronic format and on microfilm, and the original paper records are shredded. Your file contains items such as transcripts, report cards, test scores, a photo card (every school picture taken of you), and registration forms. If you would like your file(s), **you must notify me no later than June 28, 2017.** I will be in the office from 7:30am to 3:30pm, excluding an hour lunch. You can pick up your file at Educational Services Center, 1000 West 8th Street in Gillette, Wyoming.

Enclosed with this letter is a form that must be **completed and signed in order to release the records to you, the student.** If someone else will be picking up the files for you, be sure that he/she has the completed form ready with your signature. **Without** the signed consent form, **we cannot and will not** release these files. If you have any questions, you may contact me by phone or at my office located in the Educational Services Center. Consent forms can be accessed at **<http://campbellcountyschools.net>**. Go to the Family tab, Request for Records form, Consent Form to Release Original Records. Consent forms may be faxed, mailed, scanned and emailed, or brought to this office. **All cumulative and special education files will be destroyed after June 30, 2017.**

Sincerely,



Erin Mager  
Archivist/Information Systems Assistant  
(307) 687-4569  
Fax: (307) 682-1750  
emager@ccsd.k12.wy.us