



Hawthorn Academy

SPED Records Procedure

Students who have been evaluated by or received services from Hawthorn Academy's special education department should note that records are kept for 3 years following the students' exiting of the school. Each June, records remaining at Hawthorn Academy beyond that timeframe are destroyed.

Please contact the front office of the campus where your student last attended and leave your name, your student's name, the year that they were last in attendance at Hawthorn, and a number where the special education department can contact you if you would like copies of your records, or you would like records sent to a different location.