

## **NOTICE OF DESTRUCTION OF SPECIAL EDUCATION RECORDS**

Attn: Parent(s)/Guardian(s), Former Students, Eligible (Adult) Students:

Special Education records which have been collected by the School District related to the identification, evaluation, educational placement, or the provision of Special Education in the District, must be maintained under state and federal laws for a period of seven (7) years after Special Education services have ended for the student. Special Education services end when the student no longer is eligible for services, graduates, completes his or her educational program at age twenty-two (22), or moves from the District. The District will be destroying student records for students who graduated or would have graduated in May 2011 or prior to that date. All other current student records will not be included in this destruction and will be retained/stored at the residing school district.

This notification is to inform parent(s)/guardian(s) and former students of the school district that these records will be destroyed in accordance with state and federal law unless the parent/guardian or adult student notifies the District otherwise.

After seven (7) years, the records are no longer useful to the District, but they may be useful to the parent/guardian or former student in applying for Social Security benefits, rehabilitation services, college entrance, etc.

The parent/guardian or eligible (adult) student may request a copy of the records in writing or in person at the following address:

Gulf Coast Special Education Cooperative  
Provided services for: Hardin-Jefferson, Hamshire-Fannett, High Island, and Sabine Pass ISDs  
Janet Davis, Special Education Director  
P.O. Box 399  
China, Texas 77613  
(409) 981-6460 X4

Please contact our office by June 13, 2019 at (409) 981-6460 X4, if you would like to have your records. Records will be destroyed on June 20, 2019.

If making the request in writing, please make sure that your contact information is included in the request.