

## **Notice of Destruction of Section 504 Records**

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

Section 504 records which have been collected by the Coppell Independent School District related to the identification, evaluation, educational placement, and/or the provision of Section 504 in the district, must be maintained under state and federal laws for a period of five years after Section 504 Services have ended for the student. Section 504 services end when the student no longer is eligible for services, graduates, completes his or her educational program at age, or moves from the district.

This notification is to inform parents/guardians and former students of CISD's intent to destroy the Section 504 records of students who received Section 504 Services during the 2012-2013 school years. These records will be destroyed in accordance with state laws unless the parent/guardian or eligible (adult) student notifies the school district otherwise.

After five 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, rehabilitations 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:

Brock Center  
Intervention Services Department  
268 Southwestern Blvd.  
Coppell, TX 75019  
214-496-6955

**Requests for copies must be received by June 12<sup>th</sup>.**