

## **Notice of Destruction of Special Education Records**

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

Special Education records which have been collected by the Coppell Independent School District related to the identification, evaluation, educational placement, and/or the provision of Special Education in the district, must be maintained under state and federal laws for a period of five 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 22, or moves from the district.

This notification is to inform parents/guardians and former students of CISD's intent to destroy the Special Education records of students who received Special Education Services during the 2017-2018 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 30<sup>th</sup>.**