



## **SPLENDORA INDEPENDENT SCHOOL DISTRICT**

**23419 FM 2090 • Splendor, Texas 77372  
(281) 689-3129 • Fax (281) 689-7509**

3/22/17

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

Special Education records that have been collected by Splendor ISD (SISD) 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 five years after Special Education services have ended for the student. Special Education services end when the student is no longer eligible for services, graduates, completes his or her education program at age 22, or moves from the district.

This notification is to inform parents/guardians and former students of SISD's intent to destroy the Special Education records of students who are no longer receiving Special Education services as of the end of the 2010-2011 school year or prior. These records will be destroyed in accordance with state law 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, rehabilitation services, college entrance, etc. The parent/guardian or eligible (adult) student may request the records in writing or in person at the following address:

Special Education Office  
Instructional Services Building  
26175 FM 2090  
Splendor, Texas 77092  
Phone: 281-689-4325  
Fax: 281-689-7826

Requests for records must be received by May 1, 2017.