

NOTICE OF DESTRUCTION OF SPECIAL EDUCATION RECORDS

Request copies of records by March 1, 2020

Notice Date: August 19, 2019

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

Special Education records which have been collected by Ingram Independent 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 years after Special Education services have ended for the student. Special Education services end when the student is no longer eligible for services, graduates, moves from the district, and/or completes his or her educational program at age 22.

This notification is to inform parents/guardians and former students of Ingram ISD's intent to destroy the Special Education records of students who were no longer receiving Special Education services as of the 2011-2012 school year. These records will be destroyed in accordance with state law unless the parent/guardian or eligible (adult) student notifies the school district otherwise by March 1, 2020.

With proof of identity (photo ID), the parent/guardian or eligible (adult) student may request a copy of the records in person or by mail at the following address:

Ingram Independent School District Special Education Office

Attn: Jennifer Harris, Special Education Administrative Assistant

510 College Street

Ingram, TX 78025

830-367-5517

A valid picture ID must be presented at the time the records are picked up.