



WEST WICHITA COUNTY SPECIAL EDUCATION COOPERATIVE

P.O. BOX 151 • KAMAY, TEXAS 76369 • PHONE (940) 438-2335 • FAX (940) 438-2870

Anjela Schlegel, Director of Special Education

APRIL 12, 2018

DESTRUCTION OF SPECIAL EDUCATION STUDENT RECORDS

NOTICE TO: PARENT, GUARDIAN, AND ADULT SPECIAL EDUCATION STUDENT

The West Wichita County Special Education Cooperative is planning to destroy special education records that have been retained for seven years after discontinuation of special education services. Information we currently have on file is no longer needed to provide educational services to the student. The cooperative's member districts are City View ISD, Electra ISD, Holliday ISD and Iowa Park CISD.

Destruction of records is the best protection against improper and unauthorized disclosure. However, if you would like the records for other purposes such as social security benefits, please provide this office with **written notice** not to destroy the records.

Specific student information will be maintained without time limitation for each record destroyed. The information will be located in the office of the Director of Special Education.

The records for the school years 2004-2005 through 2009-2010 are scheduled to be destroyed after August 1, 2018. Request not to destroy the records will be honored if received before the August 1, 2018 deadline. Information or requests to not destroy records should be addressed to:

West Wichita County Special Education Cooperative
Anjela Schlegel
Director of Special Education
PO Box 151
Kamay, Texas 76369
(940) 438-2335

cc: Superintendents
Principals