

PUBLIC NOTICE
INTENT TO DESTROY SPECIAL
EDUCATION
PROGRAM RECORDS

The Carrizo Springs Consolidated Independent School District intends to destroy special education eligibility folder records maintained for individual students who have not received special education services since 1996 to 1997. The information is no longer needed to provide educational services. Special education records inactive since 1996 to 1997 or before will be destroyed by shredding or burning.

Destruction of these records conforms to the requirements of the following legal authorities –

Individuals with Disabilities Education Act: §300.611-300.625; Texas State Library & Archives Commission, Local Schedule SD (13 TAC 7.125 (a) (4) (Second Edition), Retention Schedule for Records of Public School Districts – Section 3-1: Special Education Program Records, and Financial Accountability System Resource Guide, Update 14-January 2010-7.4.3.3 Destruction of Records.

A parent or adult student wanting to exercise the right to access those records and request copies must make the written request so that it arrives in the Special Education Services Office no later than September 30th, 2017.

Carrizo Springs CISD

Office of Special Education Services

300 N. 7th Street

Carrizo Springs, TX 78834

830-876-3503