

Public Notice Regarding Destruction of Special Education Records

(May - 2016) -- Notice is hereby given that Jackson County Special Services Co-Op, on behalf of Edna ISD, Ganado ISD and Industrial ISD, will be disposing of student special education records of all students who have reached the age of majority (18), as of December 31, 2007, and exited its special education program either during or prior to the 2009-2010 school year.

In accordance with federal and state laws, special education records are maintained for five years after the student exits the special education program. A permanent record of the student's name, address, phone number, grades, attendance record and year completed is maintained by the district.

The purpose of destruction is to protect the student from improper and unauthorized disclosure of the confidential information contained within the file. Records not requested by 4:00PM, Central Time, June 1, 2016 will be destroyed.

With proof of identity, any former student who has reached 18 years of age or their legal guardian, may review and/or receive these records by contacting the Office of Special Education with a written request to JCSSC, ATTN: Special Education Records, 606 South Gilbert Street, Edna, Texas 77957 by June 1, 2016. Only written requests will be accepted. The written request must include the following:

- Student's full legal name
- Student's date of birth
- Name and relation of the person requesting record
- Statement indicating that there is no legal action against you that prohibits your rights to the records
- Signature (of the adult student or legal guardian) and date
- Mailing address where the records should be sent, or contact information for notification when the records are ready to be picked up

If no student, parent or guardian responds to this public notice, the school district will assume consent to destroy the entire record specific to the student. After June 1, 2016 records will be destroyed in accordance with state and federal laws.

If you do not understand this notice please contact the special education office 361-782-6137.