

## PUBLIC NOTICE OF DESTRUCTION OF SPECIAL ED RECORDS

Wise County Shared Services, formerly known as Wise County Special Education Co-Op will be disposing of special education records of students who have been dismissed or gone from one or more of the Cooperating Districts of Wise County (Alvord ISD, Boyd ISD, Bridgeport ISD, Chico ISD, Paradise ISD, and Slidell ISD) Special Education Program for five years or more (2013-2014 enrollment year and older) on October 15, 2019. These records will be destroyed in accordance with state law unless the parent/guardian or eligible (adult) student notifies the school district otherwise. Records not requested by 3:30 PM, Central Time, October 11, 2019 will be destroyed. With proof of identity, the parent/guardian or eligible (adult) student may request a copy of the records by mail. The written request for special education records scheduled for destruction must include the following information: • Student's full legal name • Student's date of birth • Date services ended • Name and relationship of person requesting copies • Statement indicating that there is no legal action against you that prohibits your rights to the records • Signature and date (adult s (adult student or legal guardian) • Mailing address the copies should be sent to or • Contact information (phone number, email address) for notification when the records are ready to be picked up. A valid picture ID must be presented at the time the records are picked up. Mail signed requests to: Wise County Shared Services Special Education Department ATTN: RECORD REQUEST 1101 17<sup>th</sup> Street, Bridgeport, TX, 76426. After October 11, 2019 all records will be destroyed in accordance with state law.