

NOTICE OF DESTRUCTION OF SPECIAL EDUCATION
TESTING PROTOCOLS AND ELECTRONIC COMMUNICATIONS

Attention Parents/Guardians and Eligible (Adult) Students:

This notice is to inform parents and adult students of our practice of destroying special education testing protocols and e-mails containing personally identifiable information about your child/you when this information is no longer needed to provide educational services.

Copies of special education assessment reports are maintained for five years after cessation of special education services; however, testing protocols (e.g., answer sheets/booklets) for these assessments will be destroyed 1 year after their creation. Electronic communications (e.g., e-mails) regarding the provision of special education services will be destroyed at the end of each school year, unless retention is otherwise required pursuant to the state's records retention policy. If you would like access to these records before they are destroyed, please submit a request in writing before the destruction timelines to:

Tonya Igleheart

Director of Special Education
3130 N. Main Street
Paris, Texas 75460

Records will not be destroyed if a request is pending.

For additional information, call (903)737-2031.

*34 C.F.R. §300.624(s)