

# Retention and Destruction of Special Education Records

## **Attention Parents/Guardians, Former Students, and Eligible (Adult) Students:**

Special Education records that have been collected by the Port Neches Groves Independent School District (PNGISD) related to the identification, evaluation, educational placement, or provision of Special Education in the district must be maintained under state and federal laws for a period of five years after Special Education services have ended for the student. Special Education services end when the student is no longer eligible for services, graduates, completes his or her educational program at age 22, or moves from the district.

After five years, the records are no longer needed by the district, but they may be useful to the parent/guardian or former student in applying for Social Security benefits, rehabilitation services, college entrance, etc. The parent/guardian or eligible (adult) student may request the records in writing. All records will be destroyed after the required five year period.

The written request for records must include the following:

- Student's full legal name
- Student's date of birth
- Date services ended
- Signature and date (adult student or legal guardian)
- Contact information for notification when records are ready
- Valid picture ID

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