PUBLIC NOTICE

INTENT TO DESTORY SPECIAL EDUCATION PROGRAM RECORDS

The Andrews Independent School District intends to destroy special education eligibility folder records maintained for individual students who have not received special education services since July 1, 2016. The information is no longer needed to provide educational services.

Special education records inactive since July 1, 2016 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 Services office no later than Monday, August 16, 2021.

Andrews ISD
Special Services
405 NW Third Street
Andrews, TX 79714

Phone: (432) 523-3640