



**WEST WICHITA COUNTY SPECIAL EDUCATION COOPERATIVE**

P.O. BOX 151 • KAMAY, TEXAS 76369 • PHONE (940) 438-2335 • FAX (940) 438-2870

Anjela Schlegel, Director of Special Education

June 1, 2020

**DESTRUCTION OF SPECIAL EDUCATION STUDENT RECORDS**

**NOTICE TO: PARENT, GUARDIAN AND ADULT SPECIAL EDUCATION STUDENT**

The West Wichita County Special Education Cooperative is planning to destroy special education records that have been retained for seven years after discontinuation of special education services. Information we currently have on file is no longer needed to provide educational services to the student. The cooperative's member districts are City View ISD, Electra ISD, Holliday ISD and Iowa Park CISD.

Destruction of records is the best protection against improper and unauthorized disclosure. However, if you would like the records for other purposes such as social security benefits, please provide this office with **written notice** not to destroy the records.

The records for the school year 2011-2012 and 2012-2013 are scheduled to be destroyed after August 1, 2020. Request not to destroy the records will be honored if received before the August 1, 2020 deadline. Information or requests to not destroy records should be addressed to:

West Wichita County Special Education Cooperative  
Anjela Schlegel  
Director of Special Education  
PO Box 151  
Kamay, Texas 76369  
(940) 438-2335

cc: Superintendents  
Principals