



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 17, 2021

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 2013-2014 are scheduled to be destroyed on July 19, 2021. Requests not to destroy the records will be honored if received before July 15, 2021. 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

After this date, special education records will be destroyed on a seven-year rolling cycle with a written request not to destroy needed by July 15 of each year.