

Notice of Destruction of Special Education Records 2014-2015

Request copies of records by August 1, 2019

June 25, 2019

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

Special education records which have been collected by the Northwest Independent School District (NISD) related to the identification, evaluation, educational placement, or the 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 no longer is eligible for services, graduates, completes his/her educational program at age 22, or moves from the district. After five years, the records are no longer useful to the district, but may be useful to parent/guardian or former student in applying for social security benefits, rehabilitation services, college entrance, etc.

This notification is to inform parents/guardians and former students of NISD's intent to destroy the Special Education records of students who were no longer receiving Special Education services as of the end of the 2014-2015 school year. These records will be destroyed in accordance with state law unless the parent/guardian or eligible (adult) student notifies the school district otherwise.

The parent/guardian or eligible (adult) student may request a copy of the records in writing or in person at the following address:

Mailing Address:

Special Education Department
P.O. Box 77070
Fort Worth, TX 76177-0070
Phone: 817.215.0075

Physical Address:

Administration Building
2001 Texan Drive
Justin, TX 76247