

## Destruction of Records

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

Special Education records which have been collected by the Morgan Mill Independent School District (MMISD) related to the identification, evaluation, educational placement, or the provision of Special Education services 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 or her educational program at age 22, or moves from the district.

This notification is to inform parents/guardians and former students of MMISD'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.

After seven years, the records are no longer useful to 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 a copy of the records in writing or in person at the following address on or before June 1, 2022.

Greater Erath County Special Education SSA  
420 N. Post Oak  
Dublin, Texas 76446

Testing protocols (e.g., answer sheets/booklets) for these assessments will be destroyed 3 years after their creation. Electronic communications (e.g., e-mails) regarding the provision of special education services will be destroyed when no longer administratively valuable.