

PUBLIC NOTICE

NOTICE OF DESTRUCTION OF SPECIAL ED RECORDS

Grand Prairie ISD (GPISD) Special Education Department will be disposing of student education records of students who have been dismissed or gone from the GPISD Special Education Program for five years or more (2007-2008 enrollment year and older) on June 2, 2014.

These records will be destroyed in accordance with state law unless the parent/guardian or eligible (adult) student notifies the school district otherwise. Records not requested by 4:30 PM, Central Time, May 22, 2014 will be destroyed. With proof of identity, the parent/guardian or eligible (adult) student may request a copy of the records by mail.

The written request for special education records scheduled for destruction must include the following information:

- Student's full legal name
- Student's date of birth
- Date services ended
- Name and relationship of person requesting copies
- Statement indicating that there is no legal action against you that prohibits your rights to the records
- Signature and date (adult student or legal guardian)
- Mailing address the copies should be sent to or
- Contact information (phone number, email address) for notification when the records are ready to be picked up.

A valid picture ID must be presented at the time the records are picked up.

Mail signed requests to:

GPISD Special Education Department
ATTN: RECORD REQUEST
2602 S. Belt Line Rd
Grand Prairie, TX 75052

After May 22, 2014 all records will be destroyed in accordance with state law.