

# Notice of Special Education Records Destruction

Dear Parents and Guardians,

Special Education records which have been collected by the Pleasant Grove Independent School District related to the identification, educational placement, or the provision of Special Education services in the district, must be maintained under state and federal law for a period of five (5) years after the cessation of Special Education services. Special Education services cease when the student no longer is eligible for services, graduates, no longer meets age eligibility requirements, or moves from the district.

This notification is to inform parents/guardians and former students of PGISD's intent to destroy the Special Education records of students who were no longer receiving Special Education services in the district as of the end of the **2016-2017** school year. These records will be destroyed in accordance with state law beginning October 25, 2022.

After five (5) years, the records are no longer useful to the district, but may be useful to the parent/guardian or former student in applying for Social Security benefits, rehabilitation services, college entrance, etc. Records may be requested at the following address:

Pleasant Grove ISD  
Special Education Records  
8500 N Kings Hwy  
Texarkana, Texas 75503

Or you may call Tina Antley, Director of Special Programs, for information at: (903) 831-4086, extension 8303.

***Requests for records must be received by Monday, October 24, 2022.***