

# Lindale Independent School District

## Special Programs Department

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### Notice Concerning Destruction of Special Education Student Records

Special education records which have been collected by Lindale Independent School District 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 seven (7) years after special education services have ended for the student. Special education services end when the student is no longer eligible for services, graduates, completes his/her education program at age 22, or moves from the district. After seven (7) years, the records are no longer useful to the district but may be useful to the parent(s)/guardian(s) or former student in applying for social security benefits, rehabilitation services, college entrance, etc.

*This notification is to inform parent(s)/guardian(s) and former students of the Lindale Independent School District's intent to destroy the special education records of students whose special education services ended prior to August 1, 2015. These records will be destroyed in accordance with state law unless the parent(s)/guardian(s) or eligible (adult) student notifies the school district otherwise.*

The parent(s)/guardian(s) or eligible (adult) student may request a copy of the records in writing or in person prior to December 17, 2022, at the following address:

**Lindale Independent School District**  
**Office of Special Programs**  
**150 E. Eagle Spirit Drive**  
**Lindale, Texas 75771**  
**Phone: 903-881-4030**  
**Fax: 903-881-4031**

Please note that records will not be mailed but must be picked up in person. To ensure confidentiality, persons receiving the records will be required to present identification and sign a document indicating receipt of the records.