

Arp-Troup SSA

06/06/19

Special Education records which have been collected by the **Arp / Troup** Independent School Districts 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 the period of five (5) 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 educational program at age 22, or moves from the district.

This notification is to inform parents/guardians and former students of **Arp / Troup** Independent School District's intent to destroy the special education records of students who received special education prior to 2011-2012 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 by June 25, 2019 at the following address:

Arp ISD
Special Education Department
Drawer 70
Arp, TX 75750
903-859-4052