NOTIFICTION OF DESTRUCTION OF SPECIAL ED RECORDS

The Longview Independent School District proposes to destroy special education records of students with disabilities who were dismissed or who have graduated from Longview ISD within the academic school year of 2017-2018. The purge of records is within Texas Education Agency guidelines which require special education programs to keep special education records for a period of 7 years. Parents of students with disabilities who have records on file should notify the Longview ISD Special Education Office at 903-381-2217 to obtain these records or desire that these records be retained by the district.

These records are presently maintained in the Longview ISD Special Education Office and include: referral information; assessment reports including educational, psychological, and medical reports; Admission Review and Dismissal Committee records; individual education plans, and classroom observation data.

Also included in the purging will be records of students who were tested but did not qualify for special education services as well as records of those who qualified but were not placed. Parents of students or former students are hereby advised that these records may be needed by the students or their parents for Social Security Benefits or other purposes. Longview Independent School District will retain a permanent record of only the following information: Student’s name, last disability, date of birth, date of last evaluation, and date of record destruction.

Deadline for records request is September 1st, 2025. Notification can be made by calling the Special Education Office at 903-381-2217 or providing a written request to Kristal Linton, Director of Special Education, Longview ISD, PO Box 3268, Longview, TX. 75606