

**GARLAND IGNITE COMMUNITY SCHOOL
NOTICE OF DESTRUCTION OF RECORDS**

Notice is hereby given that the Garland Ignite Community School intends to destroy the records of all students who exited its Special Education Program during the 2018-2019 school year.

In accordance with state laws, records are maintained for five years after the student exits the Special Education Program. These records will be destroyed unless an eligible parent/guardian or adult student notifies the school otherwise. Records not requested by 4:00 PM (CT) on July 12, 2026 will be destroyed. With proof of identity, the eligible parent/guardian or adult student may request a copy of the records.

Written request for 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
- Mailing address/Email address to which the copies should be sent, or
- Contact information (phone number, email address) for notification when the records are ready to be picked up