

# Notice of Special Education Records Destruction

Dear Parents, Guardians, and Former Students,  
Special Education records which have been collected by the Rusk County Shared Services Arrangement related to the identification, educational placement, or the provision of Special Education services in the district and must be maintained under state and federal law for a period of seven (7) 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 Rusk County SSA 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 **2018-2019** school year. These records will be destroyed in accordance with state law in December.

After seven (7) 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:

Rusk County Shared Services Arrangement

121 N. Marshall Street, Suite 102

Henderson, Texas 75652

(903)657-9761 Fax:(903)655-0378

Serving the following districts:

**Carlisle ISD, Laneville ISD, Leverett's Chapel ISD,**

**Mt. Enterprise ISD, Overton ISD, Tatum ISD, West Rusk CCISD**

Or you may call the Director of Special Education, for information at:

(903) 657-9761

***Requests for records must be received by Tuesday, December 1, 2026***

