

LAMAR COUNTY S.S.A.

Serving:

Chisum I.S.D · North Lamar I.S.D. · Prairiland I.S.D. · Roxton I.S.D

RECORDS POLICY

The LAMAR COUNTY SHARED SERVICES ARRANGEMENT (L.C.S.S.A.) maintains special education records required by law. A student’s special education records are private and are protected from unauthorized inspection or use. Special Education records are maintained for each special education student from the time the student is considered for services until the student no longer qualifies, withdraws, graduates, or for a period of seven (7) years from the afore mentioned. Records of students no longer being served in special education, students who did not qualify for service, withdrawn, or graduated students are kept by the Special Education Department for seven years. Individual test protocols and emails containing personally identifiable information will be maintained for a period of one (1) year.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The Director of Special Education is the custodian of all special education records. The record custodian or designee will respond to reasonable requests for explanation and interpretation of the records. Records of currently enrolled students may be viewed by parent, guardian, or adult student by appointment with the Educational Diagnostician, Speech Therapist or Campus Principal on the school campus. Records of inactive students may be viewed by appointment at the special education office. The address of the Special Education Office is: Goodman Learning Center, 3201 Lewis, Paris, TX 75460. The phone number is (903) 737-2031.

L.C.S.S.A. will forward a student’s records (upon written request from the receiving school) to a school in which a student seeks or intends to enroll without the necessity of the parent’s permission. Parental consent is required to release the records to anyone else. When a student reaches 18 years of age, the right to consent to release of records will transfer to the student.

Copies of special education records are available at no charge for the first copy. After the first set of records have been provided a charge of 10 cents per page will be charged. Parents may be denied copies of a student’s records (1) after the student reaches age 18 or (2) when the District is given a copy of a court order terminating the parental rights.

The School District’s complete policy regarding student records is available from the Superintendent’s office.

Signature of Parent/Guardian/Adult Student

Date Signed