



April 14, 2016

To Whom It May Concern:

This is a public notice that Education Center International Academy, formerly Mesquite Charter Academy, will begin destroying SPED records for those who have exited the SPED program for the years Fall 2009- Spring 2010, after May 13, 2016. This includes records from all campuses.

In accordance with federal and state laws, special education records are maintained for five years after the student exits the special education program. A permanent record of the student's name, address, phone number, grades, attendance record and year completed is maintained by the district. After five 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.

With proof of identity, any former student who has reached 18 years of age or their legal guardian, may review and/or receive these records by contacting the Office of Special Education with a written request. The request should be sent to:

ECIA
302 N. Town East Blvd.
Sunnyvale, TX 75182

The written request must include the following:

- Student's full legal name
- Student's date of birth
- Name and relation of the person requesting record
- Statement indicating that there is no legal action against you that prohibits your rights to the records
- Signature (of the adult student or legal guardian) and date
- Mailing address where the records should be sent, or contact information for notification when the records are ready to be picked up

If no student, parent or guardian responds to this public notice, the school district will assume consent to destroy the entire record specific to the student. The request should be received no later than May 11, 2016.

Please contact me with any questions regarding this notice or the destruction of SPED documents 214-628-9152.

Sincerely,

Virginia Pulley
SPED Director