

Fort Sam Houston Independent School District Special Education Records Request

Record Requests

Record requests for former special education students are handled in one of two ways depending on how long ago the student withdrew from the district.

- If the student became inactive or withdrew during the current school year (2017-2018) or prior school year (2016-2017), contact the campus last attended by the student.
- If the student became inactive or withdrew prior to June 1, 2018, contact 210-368-8731.

Destruction of Student Records

Special education records, which have been collected by the Fort Sam Houston Independent School District related to the identification, evaluation, educational placement, or the provision of special education in the district, must be maintained under state and federal laws for a period of five years after special education services have ended for the student. Special education services end when the student is no longer eligible for services, graduates, completes his/her educational program at age 22, or moves from the district.

Records of students who received special education services during the 2004-2005, 2005-2006, 2006-2007, 2007-2008, 2008-2009, 2009-2010, 2010-2011, 2011-2012 school year will be destroyed July 23, 2018. These records will be destroyed in accordance with state law unless the parent/guardian or eligible (adult) student notifies the school district otherwise.

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. The parent/guardian or eligible (adult) student may request a copy of the records in writing by July 18, 2018 at the following address:

**Fort Sam Houston Independent School District
Special Education Department
Attn: Records
4005 Winans Road
San Antonio, TX 78234
Phone: 210-368-8715
Hours: 8:00 a.m. - 4:30 p.m.**