

WEST WICHITA COUNTY COOPERATIVE  
P.O. BOX 151  
KAMAY, TEXAS 76369  
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ANNUAL NOTIFICATION  
CONFIDENTIALITY OF RECORDS

TO: PARENTS AND ADULT STUDENTS WITH A DISABILITY

Each campus within the Holliday Independent School District maintains attendance, academic, and health records on all students enrolled in the school. Special education records on all students enrolled in special education and on all students referred for consideration of special education are kept in Valley View, Texas, at the West Wichita County Cooperative's office and are kept under lock. The Director of the Cooperative has responsibility for special eligibility records. In addition, the special education teachers keep in their classrooms, copies of the individual education plans (IEP) and academic evaluation reports for their assigned students.

There is posted on the file cabinet names of those persons who have a legitimate educational interest and therefore, are entitled to access of the records without consent of the parent or adult student with a disability. Persons with legitimate educational interests are those persons who are assigned responsibility for a portion of the student's educational experience, or who have a need to inspect the records for audit purposes. These individuals include designated teachers and support personnel within the district and West Wichita County Cooperative as well as, personnel for the Region 9 Education Service Center, Regional School for the Deaf, and Texas Education Agency. Personnel within the public school system whose names are not posted will sign the record of access form on the eligibility folder, stating the date, his/her name, title, agency, and the reason for access to the student's eligibility folder. All other persons must present written consent before access will be permitted, and they must also sign the record of access form.

The West Wichita County Cooperative recognizes the rights of parents, adult students with a disability, and/or their designee as outlined under the Family Educational Rights and Privacy Act. The policy regarding these rights and administrative procedures are included in Confidentiality of Records, CFR 300.560-300.576. Copies of these policies and administrative procedures are located in the principal's office of your campus and in the office of the director of special education. The filing of complaints of alleged failures of the School District or Cooperative to comply with these policies and administrative procedures will follow complaint procedures as established in the policies.

Requests to inspect and review the special education records will be directed to the Director of the West Wichita County Cooperative and an appointment with the appropriate school personnel will be scheduled without unnecessary delay and before any meeting regarding an individual educational plan or hearing. In no case will the appointment be scheduled more than 30 days after the request. Any information in the records will be interpreted by appropriate personnel upon request.

If the parent or adult student with a disability requests the deletion or change of any portion of the records, this request will be considered, unless that portion is necessary to document eligibility for services. The request should be made in writing. If the request is denied, the parent or adult student with a disability has the right to write a dissent or addition to be included in the records, and/or appeal the decision by following the complaint procedures as established in the Explanation of Procedural Safeguards.

Copies of their student records will be supplied to parent or adult student with a disability at their request as expeditiously as possible with a fee of \$.10 per page required.

Student's eligibility folders will be maintained within the Cooperative office at least seven years after the cessation of services to students with a disability. After that time, in the event it is planned to destroy these records, parents or adult students will be informed before the records are scheduled to be destroyed. Written request not to destroy the special education records from parents or adult students with a disability will be honored.

Revised 8/04