

TJJD Education Records Destruction Notice

To Whom It May Concern:

If you are an adult who received education services from a Texas Juvenile Justice Department (TJJD) school or if your child received education services from a TJJD school, including special education services for students with disabilities, please be aware of the following:

- All youth education files and special education student eligibility records WILL BE DESTROYED seven years after you (or your child) were discharged from TJJD. These records are no longer needed to provide educational services to you (or your child). However, you (or your child) may need these records for social security benefits or other purposes.
- Destruction of records will occur on September 1 of each year. If you want a copy of your (or your child's) records, you must notify the TJJD Records Management Specialist on or before August 15th in the seventh year after your (or your child's) discharge date. You may contact the TJJD Records Management Specialist **by phone at (512) 490-7734 by fax at (512) 490-7930, or by email at open.records@tjjd.texas.gov** to request a copy.
- This notice is in compliance with federal regulation 34 CFR §300.573, regarding the destruction of records for students with disabilities who receive special education services. This will constitute notice and no further notice will be given at the end of the seven years.
- The records to be destroyed do not include youth *academic records*. Academic records are kept permanently by TJJD. Permanent records include workforce development course certificates, official industry/vocational certificates, high school diploma, most current college transcript, Texas Certificate of High School Equivalency (TxCHSE) and/or transcript, most current high school transcript from TJJD's Lone Star High Schools, and high school transcript from the previous school.