



## PUBLIC NOTICE

### **Destruction of Special Education Records**

The **DeKalb County School District**, in accordance with federal and state law, announces its intention to destroy, on or about **March 31, 2021**, education records collected, maintained, and used in the provision of a free and appropriate public education for students with disabilities.

Special education records maintained by the District for students born between **January 1, 1996 and December 31, 1996** are no longer needed by the District for educational purposes. However, these records may be needed by the student and/or parent or guardian for Social Security benefits, rehabilitation services, college entrance, or other purposes.

If you, as a former special education student or parent/guardian of a special education student, wish to obtain these records prior to destruction, please contact the **Special Education Records Office** at 678-676-1802 or in writing at:

- 5867 Memorial Drive, Stone Mountain, GA 30083
- Or via email @ [SpEdRecords@dekalbschoolsga.org](mailto:SpEdRecords@dekalbschoolsga.org)
- Or via fax @ 678-676-2027

**The request window opens December 1, 2020 and closes March 30, 2021.** The request for records (scheduled for destruction) form is available on the DeKalb County School District website on the Special Education page. Records will be made available within 30 days of the written request; if you plan to pick up the records in person, please notify us at least 10 days in advance. Proof of identity is required.