



Request for Special Education Records Scheduled for Destruction

NOTE: Records are destroyed by March 31 of the year in which a student turns age 25, e.g., records for a student born in 1998 are scheduled to be destroyed by March 31, 2023.

In accordance with the Individuals with Disabilities Education Act (IDEA), the Georgia Records Act, and the DeKalb County Board of Education policy on educational records, the District has determined that it no longer needs the educational records collected, maintained, and used in the provision of a free appropriate public education for former students. **However, these records may be needed by the former student and/or parent or guardian for Social Security benefits, rehabilitation services, college entrance, or other purposes.**

If you, as a former student or parent/guardian of a former student, wish to receive these records prior to destruction, complete the section below and submit your request to the Special Education Records Office via fax, email, mail or in person. You will be required to provide a valid driver's license or other valid form of identification in order to acquire these records. All written or faxed requests will be processed and mailed within 30 days of receipt of the request. If you plan to pick up the records in person, please notify us at least 10 days in advance.

Note: Once the special education records have been released to you, we will no longer maintain a tangible file for the student. If future requests for records are made, we may only be able to verify that the student was a former special education student. We advise students and/or parents to safeguard these documents for future use.

In response to the **Public Notice of Destruction of Special Education Records**, I am requesting the special education file maintained by the District for:

Student's Name: _____ **Date of Birth:** _____

School last attended: _____

I have read the information above and understand and acknowledge that once the records have been released to me, they cannot be replaced if lost or misplaced. Please send the records to:

Address: _____

Print Name: _____ **Date:** _____

Signature: _____

Parent/Guardian/Eligible Student

Email this request to: SpEdRecords@dekalbschoolsga.org. Be sure to use the subject line "**Request for Records Scheduled for Destruction.**" Alternatively, you may also send this request via fax to 678-676-2027.