

**Coweta County School System**  
**NOTIFICATION OF DESTRUCTION OF**  
**SPECIAL EDUCATION STUDENT RECORDS**

In accordance with the state and federal regulations implementing the individuals with Disabilities Education Act (IDEA), this is to inform you of Coweta County School System's intent to destroy personally identifiable information related to special education services maintained on individuals that graduated or withdrew from Coweta County School System and were born in 1994. Please be advised that former students or their guardians may need these records for social security benefits or other purposes. In addition, please note; some records MAY NOT be available, however, every attempt will be made to procure such records. If you wish to maintain this information for your personal records, you need to notify us upon receipt of this notice; otherwise, the information will be destroyed on January 13, 2017.

Records to be destroyed are as follows:

Individualized Education Plan (IEPs)

Evaluation Reports

Test Protocols

Notifications of Meetings

Notices of Action

Review of Existing Data Summaries

All other personally identifiable information within the Special Education file\*

The reason for the destruction of the above listed items is because they are no longer needed to provide educational services. \*The district may maintain a permanent record, without time limitations, of a student's name, address and phone number, his/her grades, attendance record, classes attended, grade level completed, and year completed. You may contact the Special Education Records Clerk in the Special Education Department at 770-254-2810 ext. 2032.