



Destruction of Special Education Student Records

NOTIFICATION OF DESTRUCTION OF SPECIAL EDUCATION STUDENT RECORDS

In accordance with state and federal regulations implementing the Individuals with Disabilities Education Act (IDEA), this notice is to inform you of Georgia Cyber Academy's intent to destroy personally identifiable information related to special education services maintained on students who received special education services under an Individual Education Plan while attending Georgia Cyber Academy but who are no longer enrolled.

Please be advised that the records may be needed by you for social security benefits or other purposes.

If you wish to maintain this information for your personal records, please contact the Special Education Department at (404) 334-4790 Ext 150. Information is destroyed on June 30th of each school year.

Records to be destroyed include:

- Individualized Education Programs (IEPs)
- Evaluation Reports – Test Protocols
- Notices of Action
- Review of Existing Data Summaries
- All other personally identifiable information within the Special Education file*

The reason for 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 limitation, 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 office at 404-334-4790 Ext 150 for more information.