

PUBLIC NOTICE

ANNOUNCEMENT OF INTENT TO DESTROY SPECIAL EDUCATION RECORDS

The Division of Exceptional Students of Clayton County Public Schools will destroy records that have been collected, maintained, and/or used in providing special education services. This activity is in compliance with federal, state, and local policy. The destruction of data policy provides that records may be destroyed when they are no longer needed for educational planning purposes.

STUDENTS WHO WILL BE AFFECTED

This destruction policy only applies to Special Education STUDENTS BORN IN 1986 and 1987.

TO OBTAIN THESE EDUCATIONAL RECORDS

REQUEST FOR RECORDS MUST BE MADE PRIOR TO JUNE 30, 2011

Contact the Office of the Division of Exceptional Students by mail at: Clayton County Public Schools – Central Office, 1058 Fifth Avenue, Jonesboro, GA, 30236 or by phone: (770)473-2700. Records will be provided only to a former student who is 18 years of age or older, or the legal guardian. We will notify the individual by phone when the requested records are prepared. The records will be obtained at the Central Office. Anyone obtaining records will be required to produce identification that contains both picture and signature.