



MUSCOGEE COUNTY

SCHOOL DISTRICT

2960 Macon Road, Columbus, GA 31906

OFFICE OF COMMUNICATIONS

Notice of Special Education Records Destruction By Muscogee County School District

In compliance with the Individual with Disabilities Act (IDEA), The Georgia Records Act, and Muscogee County School District procedure regarding the destruction of data collected, maintained, or used in provision of a free and appropriate public education of students with disabilities in the Muscogee County School District, the Program for Exceptional Students Department announces its intention to destroy Special Education records.

Records of students who were enrolled in a special education program in the Muscogee County School District and who were **born before December 31, 2000** are no longer needed for educational purposes. All unclaimed records related to the identification, evaluation, or educational placement in special education services will be destroyed **January 16, 2026**.

Prior to destruction, copies of such records may be provided only to the former student who is 18 years of age or older or the legal guardian through a request in writing to: Records Clerk @ MCSD Program for Exceptional Students, 2960 Macon Road, Columbus, GA 31906 and must be received by **January 12, 2026**. We will notify the individual by phone or email when the requested records are prepared.

Positive identification will be required before the records can be released to the requesting individual and the District reserves the right to charge copying fees, if applicable.