



**OFFICE OF STUDENT SERVICES & SPECIAL
EDUCATION**

**Amesbury Public Schools/5 Highland Street/Amesbury, MA 01913
(978) 388-0531 – FAX: (978) 388-7224**

TO: STUDENT_____

FROM: Special Education Department

DATE: October 18, 2021

SUBJECT: DESTRUCTION OF RECORDS

In accordance with Massachusetts' Student Records Law CMR 23.06, Special Education Records may be destroyed seven years after the student's transfer, graduation or withdrawal from the school system.

Written notice is hereby being given to the student and his/her parent to receive the originals of any of this material. If you wish to obtain this material prior to its destruction, please feel free to call the Special Education Office at 978-388-0531.

If we do not hear from you within 30 days, the files on the above named student will be scheduled for destruction on or after November 22, 2021.

NOTE: Please contact the Special Education office should you wish to pick up your records at the above phone number. We are located at Amesbury High School, Room 126, 5 Highland St. ,Amesbury, MA 01913

By signing below, I agree that I have received my special education records.

DATE_____