

AMESBURY PUBLIC SCHOOLS

Lynn Catarius

Director of Student Services and Special Education

5 Highland Street, Amesbury, MA 01913

(978) 388-0531 (978) 388-7224 (F)

NOTICE DATE: July 15, 2020

RE: Notice of Destruction of Student Record

Dear Parent/Eligible Student:

In accordance with applicable state and federal regulations, the Amesbury Public Schools hereby notifies you of its intent to destroy the temporary student records on file for students who exited the Amesbury Public Schools seven (7) or more years ago. Temporary student records include, but are not limited to, all special education records [copies of Individualized Education Programs (IEPs), test reports, progress reports]. School districts are required to destroy these materials seven years after the student transfers, graduates, or withdraws from the school system.

Destruction of these records will begin on or after August 19, 2020.

Should you wish to obtain your students' records, please contact the Special Education Department at (978) 388-0531 prior to August 19, 2020.

Please note that the permanent student record (Transcript) will be maintained by the Amesbury Public Schools for a period of sixty (60) years following your child's graduation, withdrawal or transfer from the District.