

## TOWN of LYNNFIELD



### **Public Notice of Destruction of Special Education Student Records**

The Massachusetts Student Record Regulations authorize public school districts to destroy student records within seven (7) years of a student's graduation with a diploma or when services are concluded at age 22. The Office of Student Services is authorized to periodically review student records and to destroy misleading, outdated or irrelevant information contained within a student's temporary student record. 603 CMR 23.06

In accordance with applicable state and federal regulations, the Lynnfield Public Schools does hereby notify you of its intent to destroy student records relating to your child/you within ninety (90) days of the date of this notice. The records to be destroyed include, but are not limited to, documentation contained within your child's/your temporary student record. A copy of your child's/your student transcript will, however, be maintained by the District for at least sixty (60) years following your child's/your graduation, transfer or withdrawal from the District.

Massachusetts regulations require that the District provide you with prior written notice of its intent to destroy student records and that you be given with an opportunity to obtain all records to be destroyed.

If you would like to pick up your student's records before they are destroyed, please submit a written request to the Office of Student Services, 525 Salem Street, Lynnfield. Contact Camille Ernest at the Office of Student Services at 781-581-5140 or [ernestc@lynnfield.k12.ma](mailto:ernestc@lynnfield.k12.ma) if there are any additional questions concerning the destruction of special education records for your child/you.

10/31/18 LV