



Tantasqua Regional/School Union 61 Districts

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PUBLIC NOTICE REGARDING DESTRUCTION OF SPECIAL EDUCATION RECORDS

July 10, 2019

Notice is hereby given that Tantasqua Regional/Union 61 School Districts intend to destroy the records of all students who exited from any special education program prior to and during the **2011-2012** school years. Any student, or former student, who has reached 18 years of age, may review and / or receive these records by contacting the Office of Special Education/Student Support services at (508) 347-3560 to schedule an appointment to obtain your records by **August 28, 2019**. Destruction of these records will begin on **October 1, 2019**.

According to Policy on Destruction of Student Records 603 CMR 23.06, a student's temporary record shall be destroyed no later than seven years of graduation or withdrawal from our school system. School authorities are also allowed to destroy outdated or irrelevant information in the record from time to time. The regulation states that parents/guardians/and eligible students (18 years or older) must be notified of this action so they may obtain copies of any of the information before it is destroyed.

We encourage all graduates to pick up their record at/after graduation to ensure that you have documents you may need in the future and to protect your privacy.

Many students have already obtained their file upon graduation. According to federal law, parents and guardians lose their right to review or obtain these records when their child (the student) reaches 18 years of age or starts attending a postsecondary institution, whichever occurs first. However, a parent of a child with a disability who is 18 years of age or older may retain parental rights provided a court has appointed legal guardianship to the parent. Upon review, a copy of any information contained in the record will be provided to the parent/guardian or eligible student. Once an appointment is scheduled, the record will be held for review for ten days after the appointment date. In an appointment is not kept or if the appointment is rescheduled, the file will be held for 10 days from the last scheduled appointment. If no student, parent or guardian responds to this public notice, the school district will assume consent to destroy the entire records specific to the student. In accordance with federal and state laws, special education records are maintained for up to seven years after the student exits the special education program. A permanent record of the student's name, address, phone number, grades, attendance record and year completed is maintained for 60 years. The purpose of destruction is to protect the student from improper and unauthorized disclosure of the confidential information contained within the file. Please note that certain records may be needed by the student, parent or guardian for social security benefits or other purposes. If you do not understand this notice or if you are in need of interpretation, contact the Office of Special Education/Student Support Services at (508) 347-3560.