

# NOTICE OF DESTRUCTION OF STUDENT RECORDS

Dear Parent(s) and Eligible Students:

The Massachusetts Student Record Regulations require public school districts to destroy student records within seven (7) years of a student's graduation, transfer or withdrawal from the school district. In addition, building principals are authorized to periodically review student records and to destroy misleading, outdated or irrelevant information contained within a student's temporary student record. 603 CMR 23.06.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 regulations, the Northborough-Southborough Public Schools does hereby notify you of its intent to destroy student records relating to your child/you within sixty (60) days of your child's/your graduation, transfer or withdrawal from school. The records to be destroyed include, but are not limited to, documentation contained within the student's temporary student record as defined under applicable regulations, 603 CMR 23.02. A copy of your child's/your 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 an opportunity to obtain copies of all records to be destroyed. If you would like to be provided with copies of the records to be destroyed, please submit a written request within thirty (30) days of your child's/your graduation, transfer or withdrawal from school.

If you have any questions regarding the destruction of records pertaining to your child/you, you may contact your school principal. For additional information regarding your and your child's rights in regard to student records, you may contact:

The Massachusetts Department of Elementary  
and Secondary Education  
75 Pleasant Street  
Malden, MA 02148-4906  
781-338-3000

The Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave. S. W.  
Washington, DC 20202-8520  
1-800-872-5327