



SOUTHBRIDGE PUBLIC SCHOOLS

Office of Student Services

25 Cole Avenue

Southbridge, MA 01550

Telephone: 508-764-5414

Fax: 508-764-3181

Destruction of Student Records

NOTICE OF DESTRUCTION OF SPECIAL EDUCATION RECORDS

In compliance with Massachusetts Student Records Regulations, the Southbridge Public School District will destroy the Special Education records of any Southbridge student who transferred, graduated, withdrew, or terminated from Special Education programs or services **prior to June 30, 2013**. This is in accordance with the requirement to destroy such student records after a period of seven (7) years.

Any parent/guardian or student, age 14 years or older, can obtain their original record within two (2) weeks of this notice. They may do so by providing written notice to the Student Services Office at 25 Cole Avenue Southbridge MA 01550, no later than **Monday, January 25, 2021**. Please contact the Student Services Office at 508-764-5414 x415 with any questions.

All unclaimed student records meeting the above criteria will be destroyed following the January 27, 2020 deadline.