

**PUBLIC NOTICE**

**Regarding Destruction of Special Education Records**

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. Therefore, Notice is hereby given that Northeast Metropolitan Regional Vocational Special Education Department intends to destroy the records of all students who exited from any special education program prior to and during the 2012 school year. Any student, or former student, who has reached 18 years of age, may review and/or receive these records by contacting the Special Education Office at 781-246-0810 ex 1655 to schedule an appointment to pick up your records. The records will be held until December 31, 2019, after that date they will be destroyed. 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 post-secondary 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 of the eligible student. Once an appointment is scheduled, the record will be held for review for ten days after the appointment date. If 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 record specific to the student.

11-13-2019 WI