

City of Melrose



Public Schools

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, transfer or withdrawal from the school district. The Office of Special Services is authorized to periodically review student records and to destroy misleading, outdated or irrelevant information contained within a student's temporary student record. 603 CMR 23.06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 Melrose Public Schools do hereby notify you of its intent to destroy student records relating to your child/you within sixty (60) to 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 (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 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 to Pupil Personnel Services within the next thirty (30) days. Contact Renata Silvano at Pupil Personnel Services at 781-462-3254 if there are any additional questions concerning the destruction of special education records for your child/you.

7-17-20 MWN