



DRACUT PUBLIC SCHOOLS

Office of Student Services

2063 Lakeview Avenue
Dracut, MA. 01826
Phone; (978) 957-4633 Fax; (978) 957-9706

Steven Stone
Superintendent of Schools

Kimberly Lawrence
Director of Student Services

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. In accordance with the applicable state and federal regulations, the Dracut Public Schools does hereby notify you of its intent to destroy student records relating to your child/you within sixty (60)- ninety (90) days of the date of this notice. The records to be destroyed include, but are not limited to, documentation contained in your child's/your temporary record. A copy of your child's/your student transcript, however, will 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 will be given the 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 the Office of Student Services within the next thirty (30) days. Contact Shirley Ralls at the Office of Student Services at (978) 957-4633 with any additional questions concerning the destruction of special education records for your child/you.



The Dracut Public Schools is a Community of Caring and a proud member of the Ruler social and emotional learning community.

