

## Notice of Destruction of Student Record

Please be advised that, in accordance with applicable state regulations, the Fairhaven Public School district will be destroying the temporary student records on file for students who exited the Fairhaven Public Schools seven or more years ago (students who have not attended since 2009). Temporary student records include **all special education records** [copies of Individualized Education Programs (IEPs), test reports, progress reports, etc.]. School districts are required to destroy these materials seven years after the student transfers, graduates, or withdraws from the school system. Destruction of these records will begin on or after September 30, 2016. Should you wish to obtain your records, you must contact the Special Education Office at (508) 979-4000 prior to September 31.

Please note that permanent records (the student's transcript) shall be maintained by the school department and may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system.