



Notice of Destruction of Student Records

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 student who have exited the Fairhaven Public Schools seven or more years ago (students who have not attended since 2011). Temporary student records includes: **all special education records**, copies of Individualized Educational Plans (IEP's), test results, progress reports, etc.

A school district is 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, 2018. Should you wish to obtain your records, you must contact the Special Education Office at (508)-979-4000 Ext 117, prior to September 30th.

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.