Chelsea Public Schools: Notification of Upcoming Destruction of Temporary Records

January 6, 2026

For former eligible students and parents/guardians:

Massachusetts Student Records regulations, 603 CMR 23.00 et seq., requires that ***student temporary records*** be destroyed no later than seven (7) years after the student transfers, graduates, or withdraws from the school system (Chelsea Public Schools). School districts are required to provide written notice to eligible students and their parents/guardians of the approximate date of destruction of the record and their right to receive their records in whole or in prior to the noticed date of destruction.

Under these regulations, the temporary student records include student special education records, including records that have been maintained by the Chelsea Public Schools related to the identification, evaluation, educational placement, and/or provision of special education services to a student.

This notice is to inform you that the Chelsea Public Schools (CPS) intends to destroy the temporary special education records of all students who have transferred, graduated, or aged out of eligibility for special education services and supports on or before ***June 30, 2018***.

This **does not** affect a student's permanent records, which will continue to be maintained by the school district.

Former eligible students and parents/guardians can pick up their temporary records at the Chelsea Public Schools offices located at 77 Webster Avenue. These offices are open Monday - Friday from 8:00am-4:00pm. You will have until **January 30, 2026** to pick up these records before they are destroyed.