

March 23, 2026

Public Notice of Destruction of Special Education Student Records

The Massachusetts Student Record Regulations authorize public school districts to destroy special education student records within seven years of a student's graduation, transfer, or withdrawal from the school district special education program. The district is authorized to periodically review student records and to destroy misleading, outdated or irrelevant information contained within a student's temporary student record. 603 CMR 23.06

Massachusetts regulations require that the district provide you with prior written notice of its intent to destroy special education student records, and that you be given an opportunity to obtain copies of all records to be destroyed. This notification was originally given to each family, upon graduation or exit from Dover-Sherborn Public Schools. This is a reminder of this notification and intent to destroy.

The Dover-Sherborn Public Schools' Student Services Department intends to destroy the records of all students who graduated, aged-out or whose services ended during the 2018-2019 school year. Student records relating to your child/you will be destroyed sixty (60) days of the date of this notice. 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.

If you would like to be provided with copies of the records to be destroyed, please submit a written request through mail or email, that is listed below, to Student Services within the next thirty (60) days. Contact the Student Services Department at 508-785-1730 x7130, if there are any additional questions concerning the destruction of special education records for you or your child.

If no student, parent or guardian responds to this public notice, the school district will assume consent to destroy the entire record specific to the student.

Email: campbellk@doversherborn.org

Mail:

Student Services Department
Dover-Sherborn Public Schools
157 Farm Street
Dover, MA 02030