

AMESBURY HIGH SCHOOL

DR. DANIELLE RICCI
SCHOOL PRINCIPAL



MR. GLEN GEARIN
ASSISTANT PRINCIPAL OF STUDENTS/ACTIVITIES

DR. ALINA LINGLEY
ASSISTANT PRINCIPAL OF STUDENTS/CURRICULUM

5 HIGHLAND STREET AMESBURY, MA 01913
TELEPHONE 978-388-4800 | FAX 978-388-3393

June 1, 2026

Dear Amesbury High School Graduate,

According to regulations published by the Board of Education under 603 CMR 23.00, your cumulative school record, including special education records and health records, shall be destroyed **three years from the date of your graduation**. After those three years, the only item which will be retained is your student transcript. If you wish to receive this material, please stop by the Amesbury High School Guidance Center after graduation to collect it. Or you may contact the AHS Guidance Center at any time before the end of June 2029. In July 2029, all materials not collected will be destroyed.

Medical records are also retained for three years following graduation, then destroyed in July of 2029. If you would like a copy of your medical records, please reach out to school nurse Michelle Parsons to set up a time to come to AHS to pick up a copy. To comply with health and safety protocols, all medications stored in the Health Office must be picked up by the end of the school year.

- **Deadline:** Please pick up all medications by Monday June 22, 2026, the last day of school.
- **Pick-Up Policy:** Medications must be picked up and signed out by a parent or guardian. For safety reasons, students are not permitted to transport medications home.
- **Disposal:** Any medications (including over-the-counter and prescription items) left in the office after the deadline will be safely discarded. We cannot store medications over the summer break.

For any other questions about student records, please contact the Amesbury High School main office to be directed to the appropriate staff member.

Sincerely,

A handwritten signature in cursive script that reads "Danielle Ricci".

Danielle Ricci, Principal