



# **Ayer Shirley Regional School District**

115 Washington St.  
Ayer, MA 01432  
Phone: (978) 772-8600

## **NOTICE OF DESTRUCTION OF SPECIAL EDUCATION RECORDS**

**To: Former Students and Parents/Guardians of Former Students Whose  
Records Are Scheduled for Destruction**

The Ayer Shirley Regional School District Special Education Department is providing notice that certain special education records for former students born between 1998 and 2000 will be destroyed after October 31, 2026.

In accordance with Massachusetts Student Record Regulations, 603 CMR 23.06, the District is providing former students and their parents/guardians an opportunity to obtain these records before they are destroyed. Former students or their parents/guardians may request a copy of the student's special education records before the destruction date.

These records may contain information that could be useful in the future for educational, employment, disability-related, legal, or other purposes. Former students and families are encouraged to request a copy of their records for their personal files if they believe they may need the information in the future.

### **REQUESTING A COPY OF RECORDS**

To request a copy of records or to determine whether records are available for a former student, before October 31, 2026, please contact:

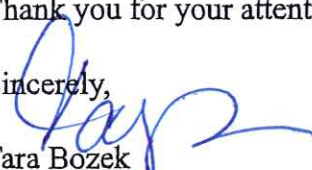
Tara Bozek, Director of Special Education  
Ayer Shirley Regional School District  
115 Washington Street  
Ayer, MA 01432  
978-772-8600, ext. 1407  
[tbozek@asrsd.org](mailto:tbozek@asrsd.org)

After October 31, 2026, the special education records identified in this notice will be securely destroyed and will no longer be available from the Ayer Shirley Regional School District. This notice applies only to the special education records identified for destruction. The District will continue to maintain records that are subject to separate retention requirements, including the student's permanent transcript, in accordance with applicable law.

If you have questions regarding the availability of records or the process for requesting a copy, please contact the Ayer Shirley Regional School District Special Education Department using the information provided above.

Thank you for your attention to this matter.

Sincerely,



Tara Bozek

Director of Special Education

Ayer Shirley Regional School District

603 CMR 23.00 is promulgated by the Board of Education pursuant to its powers under M.G.L. c.71, § 34D which directs that "the board of education shall adopt regulations relative to the maintenance of student records by the public elementary and secondary schools of the commonwealth," and under M.G.L. c. 71, § 34F which directs that "the board of education shall adopt regulations relative to the retention, duplication and storage of records under the control of school committees, and except as otherwise required by law may authorize the periodic destruction of any such records at reasonable times." 603 CMR 23.00 was originally promulgated on February 10, 1975, and was reviewed and amended in June, 1995. 603 CMR 23.00 is in conformity with federal and state statutes regarding maintenance of and access to student records, and are to be construed harmoniously with such statutes.

**Regulatory Authority:**

603 CMR 23.00: M.G.L. c. 71, 34D, 34E.