WEST BRIDGEWATER PUBLIC SCHOOLS
DEPARTMENT OF STUDENT SERVICES
2 SPRING STREET
WEST BRIDGEWATER, MA 02379
(508) 894-1236
FAX (508) 894-1232
www.wbridgewaterschools.org

Kathy Marble
DIRECTOR OF STUDENT SERVICES

October 2023

To: Student or Parent/Legal Guardian

Re: Notice of Destruction of Student Record

Please be advised that, in accordance with applicable state regulations, the school district will be destroying your **temporary** student records on file. Temporary student records include **all special education records** (copies of Individualized Education Programs (IEPs), test reports, progress reports, etc.). School districts are 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 October 30, 2023. Should you wish to obtain your records, you must contact the Student Services Department at 508-894-1236 prior to October 30, 2023.

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.

The West Bridgewater Public Schools does not discriminate on the basis of race ,color , sex, age, religion, national origin, sexual orientation, gender identity, homelessness, or disability.