



# Notice of Destruction of Special Education Records

## Attention Former Students, Eligible (Adult) Students, Parents/Guardians:

Individual Student Special Education records which have been collected by the Westwood Public Schools related to the identification, evaluation, educational placement, or the provision

of Special Education in the district, must be maintained under state and federal laws for a period of seven years after Special Education services have ended for the student. Special Education services end when the student no longer is eligible for services, graduates, completes their educational program at age 22, or moves from the district.

This notification is to inform former students and parents/guardians of Westwood Public Schools' intent to destroy the Special Education records effective **March 1, 2023** of students who are no longer receiving Special Education services and whose **birth year is 1997 or 1998 or graduated/turned 22 during the 2015-2016 school year**. These records will be destroyed in accordance with state law unless the eligible (adult) student or parent/guardian notifies the school district otherwise. If you are interested in receiving your special education records, please contact the Student Services Office to make an appointment to pick up their records at the District Administration building by providing the student's name, date of birth and contact phone number:

**Call:** 781-326-7500 x1345

**Email:** Lplouffe@westwood.k12.ma.us

***Your request for the original file must be received by February 28, 2023***

If you need this information translated, please copy and paste it into Google Translate. The link to Google translate is <http://translate.google.com/>

### Spanish

Si necesita que se le traduzca esta información, por favor, copie y pegue en Google Translate. El enlace de Google Translate es <http://translate.google.com/>

### Chinese

如果您需要翻译此信息, 请复制并将其粘贴到Google翻译中。指向Google翻译的链接是<http://translate.google.com/>

### Arabic

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