



OXFORD PUBLIC SCHOOLS

*Office of the Assistant Superintendent of
Student Services and Special Education*

Destruction of Student Records

NOTICE OF DESTRUCTION OF SPECIAL EDUCATION RECORDS

Oxford Public Schools

January 8, 2019

In compliance with Massachusetts Student Records Regulations, the Oxford Public School District will destroy the Special Education records of any Oxford student who transferred, graduated, withdrew, or terminated from Special Education programs or services **prior to June 30, 2011**. This is in accordance with the requirement to destroy such records after a period of seven (7) years.

Any parent/guardian or student, ages 14 years or older, can obtain their original record within two (2) weeks of this notice. They may do so by providing written notice via email or US postal mail to the Student Services Office, at 508-987-6050 x3 no later than **Monday, February 14, 2019**.

All unclaimed student records meeting the above criteria will be destroyed after the February 14, 2019 deadline.

Susan J. Henrichon, Ed.D.

Assistant Superintendent of Student Services and Special Education

Oxford Public Schools

4 Maple Road

Oxford, MA 01540