

September 2023

## Notice of Destruction of Special Education Records

### 603 CMR 23.06

Attention Former Students and Parents/Guardians:

Individual Special Education student records which have been collected by the Wayland 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 Wayland Public Schools' intent to destroy the Special Education records effective **March 1, 2024** of students who are no longer receiving Special Education services and whose **birth year is 1998 or 1999 or graduated/turned 22 during the 2016-2017 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 Department of Special Education to make an appointment to pick up their records at Central Office by providing the student's name, date of birth, year of graduation, and current phone number.

Call 508-358-3757 or email [Marchella\\_Lee@waylandps.org](mailto:Marchella_Lee@waylandps.org)

**Your request for the original file must be received by March 1, 2024**