



## **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

### **OFFICE OF STUDENT SERVICES**

94 Powder Mill Road, Southwick, MA 01077-9550

**Robin L. Gunn, Director of Student Services**

**[rgunn@stgrsd.org](mailto:rgunn@stgrsd.org)**

TEL: (413) 569-0111

FAX: (413) 569-1714

[www.stgrsd.org](http://www.stgrsd.org)

## **Notice of Destruction of Special Education Records**

**March 5, 2024**

This is to notify former students and parents/guardians of the Southwick-Tolland-Granville Regional School District's intent to destroy the Special Education records of students who are no longer receiving Special Education services. These records will be destroyed in accordance with Massachusetts Department of Elementary and Secondary Education, 603 CMR 23.06 (3) unless the eligible adult student or parent/guardian notifies the school district otherwise.

Special Education records, which were collected by the Southwick-Tolland-Granville Regional School District (STGRSD) related to the identification, evaluation, educational placement and the provision of Special Education in the district, must be maintained under state and federal laws for **a period of up to seven (7) years after Special Education services have ended for the student.** Special Education services end when the student no longer is eligible for services, graduates, moves from the district, or completes his or her educational program at age 22.

**Students who received Special Education services until their graduation in June, 2017, will have their Special Education records destroyed, along with other students' Special Education records who have reached the mandatory retention time frame.**

After seven (7) years, these records are no longer useful to the district but they may be useful to the former student or parent/guardian in applying for Social Security benefits, rehabilitation services, college entrance, etc.

The eligible adult student or parent/guardian may request their Special Education records in writing or by calling the Student Services office at (413) 569-0111 between the hours of 9:00 am and 3:00 pm no later than Friday, April 5, 2024.

Once notified, the district will have files available for pick up from Monday, April 8 through Thursday, April 11, 2024, between the hours of 9:00 am and 3:00 pm. A state issued form of identification will be required to retrieve records. The Office of Student Services is located at Powder Mill School, 94 Powder Mill Road, Southwick.