

Notice of Destruction of Special Education Records for the Lowell Middlesex Academy Charter School

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

Special Education records which have been collected by the Lowell Middlesex Academy Charter School (LMACS) to the identification, evaluation, educational placement, or the provision of Special Education 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 his or her educational program at age 22, or moves from the district.

This notification is to inform parents/guardians and former students of LMACS's intent to destroy the Special Education records of students who were no longer receiving Special Education services as of the end of the **2011-2012 school year**. These records will be destroyed in accordance with state law unless the parent/guardian or eligible (adult) student notifies the school district otherwise. **The purpose of destruction is to protect the student from improper and unauthorized disclosure of the confidential information contained within the file.** After seven years, the records are no longer useful to the district, but they may be useful to the parent/guardian or former student in applying for Social Security benefits, rehabilitation services, college entrance, etc. The parent/guardian or eligible (adult) student may request a copy of the records in writing or in person at the following address:

67 Middle Street, Lowell, MA 01852 or call 978-656-3165

Request copies by July 1, 2019