



Ashland Public Schools
Office of Student Services

Brittany Smeltekop ~ Director of Student
Services

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To the Class of 2016

This letter is to inform you of the destruction of your **Special Education student records**, which have been maintained by the school system. The records, which are described below contain significant information which may be of importance to you in the future. Because of this, you have the opportunity to receive any or all of the records prior to their destruction on **August 4, 2023**.

In accordance with the Department of Elementary and Secondary Education regulations, different parts of the record are destroyed at three points, the records referred to in this letter are in **bold**.

- Specifically, the information destroyed in five years included:
 - Results of standardized tests, including College Board, personality and intelligence tests.
 - Record of school-sponsored extracurricular activities
 - Evaluations and reports by teachers, counselors and other
 - Attendance data
 - All other information not listed below

- **Specifically, the information to be destroyed in five to seven years includes:**
 - **The Special Education record**

- The following information may only be destroyed after sixty (60) years:
 - Course title and grades received
 - Grade level completion and year completed

You have the right to review or receive any or all of the above information at any time prior to its destruction. ***Please note that these records must be picked up from the Office of Student Services by appointment only.*** Please contact the office directly at 508-881-0155 to schedule an appointment should you wish to pick up your files. Thank you!

Sincerely,

Brittany Smeltekop
Director of Student Services

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