



2022-2023 School Year

RECORDS REQUEST

Dear Parents/Guardians/Eligible Students,

The Office of Student Services will gladly fulfill your request for copies of any part of your child's/your special education records. If you need paper copies of any records to submit a request, please connect directly with the office of student services (contact information below). Records will be provided as soon as practicable and within ten days of the request. You will be contacted once the records are ready for you. Please note that we reserve the right to charge a reasonable fee limited to the cost of reproduction. All rights associated with student records are contained in Massachusetts State Regulations 603 C.M.R.23.00

Brittany Smeltekop

Director of Student Services