

IPSWICH PUBLIC SCHOOLS

Ipswich High School
Special Education Department
134 High Street, Ipswich, MA 01938

June 16, 2017

To: Former Ipswich Students and Parents:

This notice is to inform you of the eventual destruction of your special education records. The state requires us to maintain these records for seven years after the student transfers, graduates or withdraws from the school system. The records are described below and may contain significant information which could be important to you in the future. Because of this, you have the opportunity to claim any or all of records prior to their destruction.

The information in these records may include:

- *Results of standardized tests, including intelligence, social/emotional and achievement tests.
- *Evaluations and reports by teachers, counselors and others.
- *Individualized Education Plans.

This file will be destroyed in approximately 30 days from the date of this notice. The records can be picked up in the Ipswich High School Office before Friday, July 14. The release of these records will require a signature. I suggest that you call first to make certain someone is here that will have access to your records.

Please call the Ipswich High School special education office at 978-356-3137x2178 if you would like to pick up the records prior to Wednesday, July 12, 2017.