

# IPSWICH PUBLIC SCHOOLS

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

May 31, 2024

To: Former Ipswich Students:

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 your records prior to the 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 July 3, 2024. The release of these records will require a signature. If you would like to pick up your file, I suggest that you email me at [mdigenova@ipsk12.net](mailto:mdigenova@ipsk12.net) so that we can set up a time for you to come to IHS and I will have the file ready.

Sincerely,

Megan DiGenova  
Special Education Secretary