

Notice of Destruction of Student Records

Temporary Student Records

The Massachusetts Student Record Regulations authorize public school districts to destroy temporary student records within seven (7) years of a student's graduation, transfer, or withdrawal from the school district. In accordance with applicable state and federal regulations, Community Charter School of Cambridge does hereby notify you of its intent to destroy student records relating to your child/you within sixty (60) to ninety (90) days of the date of this notice. The records to be destroyed include, but are not limited to, documentation contained within your child's/your temporary student record (MCAS scores, enrollment paperwork, health, and previous school records.) A copy of your child's/your student transcript will, however, be maintained by the District for at least (60) years following your child's/your graduation, transfer or withdrawal from the District. CCSC will destroy the temporary records of students who graduated, transferred or withdrew from CCSC before September 1, 2007.

Special Education Records

Special education records which have been collected by CCSC related to the identification, evaluation, educational placement, or the provision of special education in the district, 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, moves from the district, or completes his or her educational program at age 22.

This notification is to inform parents/guardians and former students of CCSC's intent to destroy the special education records of students who were no longer receiving special education services as of September 1, 2007. These records will be destroyed in accordance with state law unless the parent/guardian or eligible (adult) student notifies the school district otherwise. 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.

How to request a copy of your child's/your temporary student and/or special education record

The parent/guardian or eligible (adult) student may request a copy of the records in writing by contacting Monica Tecca by email (mtecca@ccscambridge.org), in person or by mail at Community Charter School of Cambridge at 245 Bent Street, Cambridge, MA 02141.

Students who have graduated, transferred or withdrawn from CCSC do not have to wait 7 years to request their temporary or special education record. You may request your record any time within the 7 year time frame.

If you would like to be provided with copies of the records to be destroyed, please submit a written request within 30 days (no later than January 15, 2015.) Records will be destroyed starting February 15, 2015.