



Lowell High School

50 Father Morissette Blvd
Lowell, MA. 01852

April 1, 2022

Dear Former Lowell High School Student:

According to state regulation **603 CMR 23.06**, your temporary record information not contained in the transcript shall be destroyed no later than seven years from the date of the student's withdrawal, transfer, or graduation. The records may include but are not limited to, standardized test results, class rank, extracurricular activities, recommendation letters from school staff.

This spring we will be destroying temporary records for students who graduated in **2015** and did not obtain these records before graduation as well as those students who withdrew from Lowell High School during the same year.

If you wish to have your records, please contact Darmery Montoya or Maria Morrissette in the Student Support Services Office at Lowell High School **Before May 25, 2022**. The office can be reached at **978-937-8911 and 978-323-4581**.

All record requests will be held for thirty (30) days after the destruction date of May 31, 2022.

If you are not picking up the records yourself, you will need to provide your designee with a signed release to obtain your records.

Please note that the permanent record will be kept for sixty (60) years.

Thank you,

Angela Lawler Brennan
Coordinator of Student Support Services