



**Lowell High School**  
**Student Support Services Department**

50 Father Morissette Blvd  
Lowell, MA. 01852

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April 5, 2024

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 student's withdrawal, transfer, or graduation date. The records may include, but are not limited to, standardized test results, class rank, extracurricular activities, and recommendation letters from school staff.

This spring, we will destroy temporary records for students who graduated in **2017** and did not obtain these records before graduation and those who withdrew from Lowell High School during the same year.

**If you wish to have your records, please contact Darmery Montoya** in the Student Support Services Office at Lowell High School **Before May 24, 2024**. The office can be reached at **978-937-8911** and [dmontoya@lowell.k12.ma.us](mailto:dmontoya@lowell.k12.ma.us)

**All record requests will be held for thirty (30) days after the destruction date of May 31, 2024.**

If you are not picking up the records, you must provide your designee with a signed release to obtain your documents.

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

Thank you,

Student Support Services Department  
Lowell High School