



Douglas High School

33 Davis Street

Douglas, MA 01516

PH: 508-476-4100 FAX: 508-476-7310

www.douglasps.net

Tara Bennett
Interim Principal

Desi Vega
Assistant Principal

September 26, 2022

Dear Graduate of Douglas High School,

I hope that this letter finds you doing well. I am contacting you to make you aware of information relative to your temporary records that are on file at Douglas High School. In accordance with both state and federal regulations, upon your graduation from Douglas High School, the school maintains our permanent transcript for sixty years. All additional records and documents in your file are maintained for seven years beyond your graduation. As a graduate of Douglas High School in the year **2012, 2013, and 2015**, your temporary records and information not maintained in your permanent transcript, in accordance with state and federal law will be destroyed on **October 29, 2022**.

As an alumnus, if you wish to collect these temporary records prior to their being destroyed, please notify the Counseling Department at Douglas High School of your intentions to come to the school and collect these records. The Counseling Department can be reached by telephone at 508-476-4100, extension 2102 or by written request to the attention of the Counseling Department at Douglas High School. These records can be picked up at the school Monday through Friday from 7 AM to 3 PM.

I extend best wishes to you and thank you for assistance with this matter.

Respectfully,

A handwritten signature in blue ink that reads "Tara Bennett".

Tara Bennett
Principal

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