

**TO BE PUT ON SCHOOL LETTERHEAD
TO BE TRANSLATED INTO STUDENT'S HOME LANGUAGE**

DATE: _____

Dear Student and Parents/Guardians/Caregivers:

In response to your request for the information contained in your temporary record which is scheduled for destruction on _____, enclosed please find the original temporary record. Please note that _____ is releasing to you the only copy of the temporary record. Please be advised that turning over the only copy of the temporary record to you, is the Cambridge Public Schools' method of disposing of the temporary record in accordance with 603 C.M.R. 23.06(3).

Sincerely,

Enclosure