PUBLIC NOTICE
Two Rivers Supervisory Union
Ludlow, VT
Destruction of Information Process

The Two Rivers Supervisory Union (formerly Windsor Southwest Supervisory Union and Rutland Windsor Supervisory Union), encompassing the Vermont towns of: Andover, Baltimore, Cavendish, Chester, Ludlow, Mt. Holly and Plymouth, will be conducting a Destruction of Information process commencing on August 3, 2022. Educational Records and personally identifiable information used under the Individual with Disabilities Educational Act, but no longer needed to provide educational services to students will be destroyed. Only records for students with a Date of Birth year of 1994 or before will be destroyed. Any person desiring their records must put that request in writing so that the Director of Student Services receives your letter no later than July 8, 2022. Please send your request to:

Mary Barton
Director of Student Services
TRSU
609 VT Route 103
Ludlow, VT 05149

Please include the following information in that request:
Student Name (if there has been a change of name, include all names)
Student Date of Birth
Town of Residency when enrolled in school

This process does not apply to records of currently enrolled students. Please feel free to call this office with any questions at 802-875-6425.