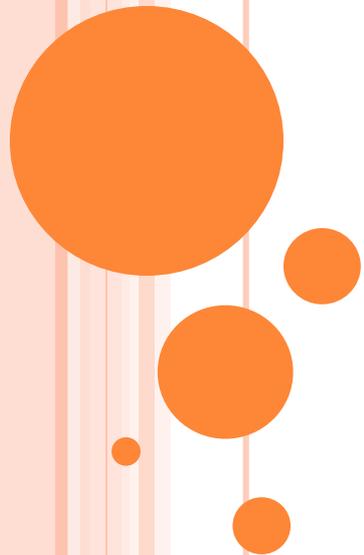


CONFIDENTIALITY OF STUDENT RECORDS



SUMMARY OF REGULATIONS PERTAINING TO STUDENT RECORDS

The Student Record Regulations adopted by the Board of Education apply to all public elementary and secondary schools in Massachusetts. The regulations are designed to ensure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in carrying out their responsibilities under state and federal laws.

EXAMPLES OF EDUCATIONAL RECORDS

- Attendance reports
- Academic performance
- Behavioral performance
- Results of standardized tests
- Psychological reports
- Individualized Educational Plans (IEP's)
- Disability classifications, evaluations, and program and placement decisions
- Teacher, counselor, psychologist, and therapist observations
- Health information
- Copies of emails
- Copies of correspondence

MASSACHUSETTS RECORD REGULATIONS

Records	Contents	Store/Release	Maintenance/Destruction	Time Period
Temporary	IEP's, 504's, and all information on assessments, evaluations, test results, and extracurricular activities	Original documents at the district's Central Office	Notification at graduation of date of destruction within seven years is all that is necessary	May not be destroyed before seven years
Cumulative Folder (Temporary)	MCAS, district assessments, student work, and report cards (excluding transcripts)	Originals follow the student to the new school or out-of-district placement. Information sent to the school student transferring to requires parental permission when sending records out of state.	Personal notes and logs maintained by school personnel may be considered as personal and are not subject to disclosure to the parent or student as long as they are not shared with other school personnel. As information in the student's file becomes irrelevant, misleading, or outdated, it should be removed.	Given to student at graduation

MASSACHUSETTS RECORD REGULATIONS

Records	Contents	Store/Release	Maintenance/Destruction	Time Period
Transcript (Permanent)	Administrative records that constitute the MINIMUM data necessary to reflect the student's educational progress. This data should be limited to name, address (for student and parents), birth date, course credits, grade level completed, and year of graduation.	At Wayland High School for 60 years. Copies are available by contacting Guidance Office.	Maintained electronically at Wayland High School for 60 years	May be destroyed after 60 years
Health (Temporary)	Immunizations which are administered by Wayland Public Schools' health personnel	Wayland High School	Federal law requires that documentation of immunizations be retained at least 10 years following the end of the calendar year in which vaccine was administered	May be destroyed after 10 years

TRANSFERRING STUDENTS

- A student transferring into a local system must provide the new school system with the student's complete school record. Said record shall include, but is not limited to, any incidents involving suspension or violation of criminal acts or any incident reports in which the student was charged with any suspended act.
- Must the school obtain consent from the eligible student or parent before forwarding the student's record to a new school?

No. Under 603 CMR 23.07(4)(g), consent is not required to forward a transferring student's records to the new school if the school the student is leaving provides notice that it forwards student records to a new school when a student transfers. This notice may be included in the routine information letter required in 603 CMR 23.10.

TEACHER NOTES

Does an eligible student or parent have access to information about the student that is contained in the teacher's grade book?

The school system may determine whether a teacher's grade book is part of the student record or part of the teacher's personal files. If the grade book is part of the teacher's personal files, the book cannot be accessible or revealed to other school personnel or third parties, except for substitute or replacement teachers during the school year. The teacher may share information in the teacher's personal files with the student or parent, but the regulations do not require the teacher to do so.

PARENTS' RIGHTS

Access Procedures for Eligible Parents

The eligible parent shall have access to the student record. Access shall be provided as soon as practicable and within ten days after the initial request. Upon request, copies of any information contained in the student record shall be furnished. The eligible parent shall have the right, upon request, to meet with professionally qualified school personnel and to have any of the contents of the student record interpreted.

Access Procedures for Non-Custodial Parents

As required by M.G.L. c.71, a non-custodial parent may have access to the student record in accordance with the following provisions: A non-custodial parent is eligible to obtain access to the student record unless the parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, the parent has been denied visitation or has been ordered to supervised visitation, or the non-custodial parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order.