

# Student Records

## Policy Information

### Series J - Students

#### Student Records

Policy # JRA

**FILE: JRA**

### STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the school system to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian, and/or the student in accordance with law, and yet be guarded as confidential information.

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements. The temporary record of each student will be destroyed five years after the student transfers, graduates, or withdraws from the school district. Former students desiring information from their records may obtain it by requesting such information from the principal before the date of destruction.

The Committee wishes to make clear that all individual student records of the school system are confidential. This extends to giving out individual addresses and telephone numbers.

#### **Policy References:**

Family Educational Rights and Privacy Act of 1974, P.L. 93-380, Amended P.L. 103-382, 1994  
M.G.L. 66:10; 71:34A, B,D,E

Board of Education Student Record Regulations adopted 2/1077 and June 1995  
603 CMR: Department of Education 23:00 through 23:12 also Mass. Dept. of Education  
publication Student Records; Questions, Answers and Guidelines, Sept. 1995

#### **Policy Cross References:**

» KDB - Public's Right to Know

Adoption Date: 10/3/2001; Reviewed/Adopted: 8/14/2019  
J - Students