

STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the school district 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/guardians and/or the student in accordance with law, and yet be guarded as confidential information.

All individual student records of the school district are confidential. This includes sharing individual addresses and telephone numbers.

The North Middlesex Regional School District Superintendent will provide for the proper administration of student records in keeping with state and federal requirements and shall obtain a copy of the state student records regulations (603 CMR [23.00](#)). The temporary record of each student enrolled on or after June 2002 will be destroyed no later than seven years after the student transfers, graduates or withdraws from the school district. Written notice to the eligible student and his/her parents/guardians of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school district.

LEGAL REFS: 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](#), [H](#)

Board of Education Student Record Regulations adopted 2/10/77, June 1995 as amended June 2002.

603 CMR: Dept. of Elementary and Secondary Education [23.00](#) through [23:12](#) also

Mass Dept. of Elementary and Secondary Education publication [Student Records: Questions, Answers and Guidelines](#), Sept. 1995

SOURCE: MASC

CROSS REF: [KDB](#), Public's Right to Know