



**Anthony E. Steele II**  
*Assistant Superintendent-Director/Principal*

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**Dr. Michael F. Fitzpatrick**  
*Superintendent-Director*

August, 2024

Dear Parents,

SUBJECT: STUDENT RECORD ACCESS

I am writing to advise you of the Massachusetts law that affects the ability and procedure for **non-custodial parents** to access student records. Records include student progress reports, report cards, results of standardized tests, notification, if requested, of absences, illness, disciplinary problems and information regarding their child's special education program (if enrolled). A written request (*Affidavit for Non-Custodial Parent Requesting Student Records*) addressed to the Principal is required.

- According to the Massachusetts General Law Chapter 71, section 34H **non-custodial parents** are eligible to obtain access to the student record unless:
  - a. The parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
  - b. The parent has been denied visitation or have been ordered to supervised visitation, or
  - c. The parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record.

Upon the Principal's receipt of the request from a **non-custodial parent** for student records, Blackstone Valley Tech must immediately notify the custodial parent (*Notification to Custodial Parent*) by registered mail by first class mail of the following:

- The student record information shall be provided to the **non-custodial parent** after (21) days, unless the custodial parent submits to the Principal documentation of a court order prohibiting contact with the child or the distribution of the information,

OR

- Documentation of a temporary or permanent order issued for the protection of the custodial parent and child from abuse by the requesting parent.

**Non-custodial parents** must annually renew the student access request from their child's school Principal so that they remain eligible to receive this information. Upon a subsequent request for student record information, the Principal must again notify the custodial parent, as referenced above.

The Blackstone Valley Tech School regrets the burdensome nature of this law; however, we are required to inform you of this procedure as a condition of providing the **non-custodial parents** with their child's student records, including but not limited to the annual IEP. We hope that both parents will remain involved in their child's educational placement decisions, and we look forward to assisting with the process. Please feel free to contact my office if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'A. Steele II', is written over a light blue horizontal line.

Anthony E. Steele II  
Assistant Superintendent-Director/Principal