



GREATER LOWELL
TECHNICAL HIGH SCHOOL

Confidentiality of Student Records

603.CMR 23.00

MGL c. 71 Section 34 H

Family Educational Rights and Privacy Act (FERPA)

Student Records

Greater Lowell Technical High School follows all applicable state and federal laws concerning the confidentiality of and access to student records.

603 CMR 23.00

State Regulation

Contains the Massachusetts regulations with respect to student records.

MGL c. 71, § 34H

Noncustodial Parents

Contains the Massachusetts regulations for Noncustodial parents receipt of student information and notice to the custodial parent.

FERPA

Federal Law

Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.



603 CMR 23.00 & MGL c. 71 § 34H: Student Records

Student Record Log

A log shall be kept as part of each student's record. If parts of the record are separately located, a separate log shall be kept with each part. The log must indicate all persons who have obtained access, stating:

- **Releasing Party:** The name, position, and signature of the person releasing the information.
- **Third Party Access:** The affiliation (if any) of the person receiving the information, date of access, parts of the record accessed, and purpose.

Log Exemptions

Unless student record information is to be deleted or released, this log requirement shall not apply to:

- **School Personnel:** Authorized school personnel who inspect the student record.
- **Office & Clerical Staff:** Administrative office staff and clerical personnel who add information to or obtain access to the record.
- **School Nurses:** School nurses who inspect the student health record.



Access of Eligible Students and Parents

General Access Policy

Rules governing the timeline and completeness of student record access:

- **Timeline:** Access must be provided as soon as practicable and within 10 days of the initial request (except for non-custodial parents).
- **Completeness:** The entire student record must be made available, regardless of the physical location of its parts.

Eligible Rights & Options

Specific rights granted to eligible students and parents:

- **Copies & Transcripts:** Standard information copies are available for a reasonable fee (not to exceed reproduction cost). Any student has a right to receive their transcript.
- **Interpretation:** Right to meet with qualified school personnel to have any record contents interpreted.
- **Third-Party Review:** Records can be inspected or interpreted by a chosen third party, subject to prior written consent.



Access of Authorized School Personnel

Authorized Access

School staff have direct access to student records under specific professional conditions:

- **Service Provision:** Access is limited to the records of students to whom the personnel are actively providing services.
- **Performance of Duties:** Access must be strictly required for the performance of their official professional duties.

Consent Exemption

To facilitate administrative efficiency and timely support, standard consent rules are adapted:

- **No Consent Required:** The prior consent of the eligible student or parent shall not be necessary for authorized personnel to access these records.

Access of Third Parties

Consent & Designation

Rules for authorizing third-party access to student records:

- **Written Consent:** Specific, informed written consent of the eligible student or parent is strictly required.
- **Selective Release:** Authorized individuals have the right to designate exactly which parts of the record are released.

Record Retention

Mandatory documentation and copies required for compliance:

- **Original Copy:** A copy of the written consent must be retained by the eligible student or parent.
- **Duplicate Copy:** A duplicate of the consent must be placed in the temporary school record.

Exceptions to Student Record Consent

General Rule: Student records are strictly confidential and require written consent prior to third-party release.

However, personally identifiable information may be disclosed without prior consent under the following authorized exceptions:

1. Directory Information

The school may release basic directory details without prior consent, provided public notice is given and parents/students are allowed reasonable time to opt out.

Eligible Directory Data:

- Student's name, address, & telephone
- Date and place of birth
- Major field of study & class level
- Dates of attendance & degrees/awards
- Athletic team weight, height, & sports
- Post-high school plans

2. Legal & Safety Demands

Official legal orders, safety emergencies, and state agency investigations override standard consent protocols.

- **Subpoenas & Court Orders:** Must comply; school must make reasonable effort to notify parents in advance.
- **State Agencies:** Requests from DCF, probation officers, courts, or Department of Youth Services.
- **Missing Students:** Record must be flagged upon law enforcement notice; inquiries reported to authorities.
- **Emergencies:** Information released to police/DCF during active health or safety crises.

3. Institutional Access

Internal school operations, official educational audits, and health compliance do not require external authorization.

- **Audits & Compliance:** Federal, state, and local officials granted access for legal program evaluations. Identifiable data is destroyed post-audit.
- **School Transfers:** Record access granted to receiving schools, provided the sending school issues a routine notice.
- **Health Records:** School and official health department staff have direct access to immunization and medical logs.

Access Procedures for Non-Custodial Parents

A non-custodial parent **is eligible** to obtain access to the student record unless:

1. Custody & Visitation Threat

The parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student.

The threat must be specifically noted in the custody or visitation order.

2. Visitation Denied

The parent has been explicitly denied visitation rights by a court of competent jurisdiction.

3. Protective Orders

The parent's access to the student has been restricted by a temporary or permanent protective order.

Exception: Access is allowed if the protective order specifically permits access to student record information.

4. Court Prohibition

There is an official order of a probate and family court judge which explicitly prohibits the distribution of such records.



Additional Information: Access Procedures

Required steps and safety guidelines for managing non-custodial parent record requests:

1. Record Restriction

The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted.

2. Written Request

In order to obtain access, the non-custodial parent must submit a written request for the student record to the school Assistant Superintendent/Principal.

3. Notification

Upon request receipt, the school must notify the custodial parent immediately by mail. Access is provided after 21 days unless documented ineligibility is shown.

4. Redaction

The school must delete the custodial parent's address and phone number from records provided, and mark them not to be used for enrollment.

5. Court Order

Upon receipt of a court order prohibiting distribution of information, the school shall notify the parent and cease providing record access.



Amending Student Records

Process and guidelines for student or parent requests to modify student records:

1. Right to Amend

The student and/or their parent/guardian has the right to add information, comments, data, or any other relevant written material to the student record.

They also have the right to request deletion or amendment of any information contained in the student record.

2. Conference & Decision

They have the right to a conference with the Assistant Superintendent/Principal to present objections. A written decision must be rendered within one week after the conference or receipt of a written objection.

If the decision is favorable, the school will promptly take the necessary steps to put it into effect.

3. Appeal Process

If any decision of the Assistant Superintendent/Principal is not satisfactory, the student and parent/guardian may appeal to the Superintendent in writing for a review.

A further appeal is possible to the School Committee if the Superintendent's response is not satisfactory.



The Appeals Process

Process and guidelines for appealing student record decisions:

1. Appeal to Superintendent

If any decision regarding student records is unsatisfactory, eligible students or parents have the right of appeal.

- Written Request: **Must be submitted in writing.**
- Timeline: **Written decision rendered within 2 weeks of notification.**
- Implementation: **Favorable decisions are put into effect promptly.**

2. Appeal to School Committee

If the superintendent's decision is not satisfactory, a secondary appeal is available.

- Written Request: **Appeal must be written to the school committee chairperson.**
- Fair Hearing: **Conducted within 4 weeks after being notified of the appeal.**

3. Rights & Safeguards

- Burden of Proof: **School officials carry the burden of proof.**
- Core Rights: **Right to an advocate, cross-examine witnesses, present evidence, record proceedings, and receive a decision within 2 weeks.**
- Jurisdiction: **All rights to seek court or administrative enforcement remain fully preserved.**



FERPA (20 U.S.C. § 1232g; 34 CFR Part 99)

Rights Afforded to Students and Parents

1. Privacy Protection

FERPA is a Federal law that protects the privacy of student education records.

2. Parental Rights

FERPA gives parents certain rights with respect to their children's education records.

3. Transfer of Rights

These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.



The Rights Afforded by FERPA

1. Inspect & Review

The right to inspect and review the student's education records within 45 days of receipt by the school of request for access.

2. Request Amendment

The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate, misleading, or in violation of privacy.

3. Written Consent

The right to provide written consent before the school discloses personally identifiable information from the student's education records, except where authorized under FERPA.

4. File a Complaint

The right to file a complaint with the US Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.



Any Questions?

Helpful Links

[MA DESE Educational Laws and Regulations:](#)
603 CMR 23.00

[MGL c.71, Section 34H](#)
Massachusetts General Law regarding student records

[FERPA](#)
Family Educational Rights and Privacy Act

Student Records Inquiries

Questions regarding Student Records can be made directly to our counseling office:

Director of School Counseling
978-441-4955



Welcome to your future.

Here, you decide who you want to be, where you want to go, and how you're going to get there.

If you dream it, we will give you the tools to accomplish it.

Here, we know that each one of us is unique.

We come from different places.

We have different ideas.

Different goals.

Different learning styles.

And that's what brings us together.

This is a place where our diversity is embraced, and our differences unite us.

Technology connects us.

Creativity inspires us.

And our hands-on approach to learning empowers us.

This is a community of thinkers.

Of dreamers.

Of achievers.

Of socially conscious citizens.

This is Greater Lowell Technical High School.

Here, your future is limitless.



Our Promise

Greater Lowell Technical High School nurtures and builds upon the unique strengths of young adults to help them exceed their greatest expectations. Whether it's college or career, GLTHS prepares students to excel as global citizens.