

STUDENT RECORDS

To provide students with appropriate instruction and educational services, the school district must maintain extensive, and sometimes personal, information about them and their families. Pertinent information in these records must be readily available to appropriate school personnel, accessible to the student's **parents or legal guardian** and/or the student in accordance with law, and 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 ~~S~~**chool D**istrict. Written notice to the eligible student and **their parent/guardian**~~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 be destroyed only 60 years after 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
603 CMR 23.00

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 - **Reviewed 2021**

CROSS REF: KDB, Public's Right to Know

Adopted by the NMRSD School Committee:

Original Adoption: 6/27/2017

Five-Year Review Cycle:

Informational Review: 8/11/2026

NMRSD First Vote: 8/11/2026

NMRSD Adoption:
