

THE SOUTHERN WORCESTER COUNTY EDUCATIONAL COLLABORATIVE

AUGUST 26, 2013
MANDATED TRAINING:
STUDENT RECORDS

STUDENT RECORDS

- ❑ M.G.L. c. 71 §34(A-H)
 - ❑ 603 CMR 23.00
- ❑ Family Educational Rights and Privacy Act (FERPA)

WHAT IS A STUDENT RECORD?

- ❑ Permanent Record
 - ❑ Transcript
- ❑ Temporary Record
 - ❑ All information, in any form, that is organized on the basis of the student's name or in a way that the student may be individually identified.
 - ❑ Does not include personal memory aids of staff so long as they are not revealed to a third party.

DESTRUCTION AND AMENDMENT OF THE STUDENT RECORD

- ❑ Permanent Record must be Maintained for 60 years
- ❑ Temporary record must be destroyed within 7 years of withdrawal, transfer, graduation
 - ❑ Must provide Notice of Destruction
- ❑ Amendment of Record
 - ❑ Must be approved by Principal

ACCESS TO STUDENT RECORDS

- ❑ Those entitled to access a student record
 - ❑ Parents and Students over 14
 - ❑ Entitled to access records within 10 calendar days
 - ❑ Administrative and clerical staff
 - ❑ Authorized school personnel
 - ❑ Administrators, teachers, counselors, and other professionals who are providing services directly to the student
 - ❑ Other individuals with written consent of the parents/student

NON-CUSTODIAL PARENTS

- ❑ M.G.L. c.71 §34H prohibits the release of student record information to non-custodial parents without providing 21 days prior notice to the parent with physical custody of the student. Physical custodian has 21 days to show that non-custodial parent is not eligible to receive records.
- ❑ If records are produced to the non-custodial parent, the school must remove all addresses from the documents

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This is to Certify that:

Has completed the Student Records Training

Dr. Melissa Manzi DPT, Professional Development Director