

STUDENT RECORDS

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

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements and will 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 (7) years after the student transfers, graduates, or withdraws from the school district. Written notice to the eligible student and his/her parent of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, will 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 system.

The School Committee wishes to make clear that all individual student records of the school system are confidential. However, consistent with federal and state law and regulations governing student records, the School Committee designates the following information as "directory information":

- name;
- grade level;
- participation in officially recognized activities and sports;
- photographs;
- degrees;
- honors and awards;
- and weight and height of members of athletic teams.

Directory information may be released to the general public, third parties, and outside organizations without the written consent of a student and/or their parents/guardians. Students and/or their parents/guardians, however, may opt-out of the release of any element of directory information detailed above by notifying the principal of the student's school in writing by the end of the first full week of each school year or if circumstances change throughout the year that such information should not be released.

Additionally, parents/guardians will be informed if student names and contact information is requested for the specific and limited purpose of fundraising activities for graduating classes at the high school level. Such release of a student and/or

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parent/guardian name and address will be released unless the student or parents/guardians choose to opt out of the release of information.

The Superintendent will develop procedures to ensure that information regarding the Mansfield Public Schools student record policy is distributed on an annual basis, along with information regarding the right of both parents/guardians and students to opt out of the release of directory information and the right of parents/guardians and students to opt out to having their name, address, telephone and email listing for a graduating class student fundraiser.

Revised: January 24, 2017

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 August 2006
603 CMR: Dept. Of Education 23.00 through 23:12 also
MA DESE *Student Records; Questions, Answers and Guidelines*,
2005

CROSS REF: KBBA, Non-Custodial Parents Rights
KDB, Public's Right to Know