

Westford Public Schools shall abide by the provisions of the federal Family Educational Rights and Privacy Act (FERPA) and Massachusetts Regulation 603 CMR 23:00 which outlines for parents and students their rights regarding student records.

**Definition of Terms**

The terms eligible student, student record, transcript, temporary record and Directory Information are described below and apply to this policy.

**Eligible Student**

An eligible student is a student who is at least 14 years old or has entered the ninth grade.

**Temporary Record**

The temporary record shall consist of all the information in the student record which is not contained in the transcript. This information clearly shall be of importance to the educational process. This may include such things as standardized test results; school-sponsored extracurricular activities; evaluations and comments by teachers, counselors, and other persons; disciplinary records; and other information. Information in the temporary record may be shared with the student, parent or a temporary substitute of the maker of the record, but if it is released to authorized school personnel it becomes an official part of the student record.

The parent or legal guardian and eligible student have the right to receive a copy of any part of the record, although the school may charge a reasonable fee for the cost of duplicating the materials.

**Transcript**

The transcript shall contain administrative records that constitute the minimum data necessary to reflect the student's educational progress and to operate the educational system. This information includes name, address, course titles, grades, credits, and grade level completed. The transcript is kept by the school district for at least sixty years after the student leaves the system.

**Student Record**

The student record shall consist of a transcript and a temporary record, including all print and digital information, or any other materials regardless of physical form or characteristics concerning a student that is organized on the basis of the student’s name or in a way that such student may be individually identified. Student’s files and individual e-mails are considered student works incidental to their education and are not specifically student records.

All information and data contained in or added to the student record shall be limited to information relevant to the educational needs of the student. Information and data added to the temporary record shall include the name, signature, and position of the person who is the source of the information, and the date of entry into the records.

**Directory Information**

Directory information is defined as information contained in the student record which would not generally be considered harmful or an invasion of privacy if disclosed. Directory Information may be disclosed without prior written consent. The Westford Public Schools recognize that the student’s grade level (grammar/middle school and high school) determines whether Directory Information could be considered harmful or an invasion of privacy.

Student Record Information	Directory Information	
	K-8	9-12
Telephone listing		Included
Full name		Included
Address		Included
First name, last initial	Included	
Dates of attendance	Included	Included
Grade-level	Included	Included
Extracurricular participation	Included	Included
Awards or honors	Included	Included

The district must notify parents or legal guardians of the categories of information that the School Committee has designated as Directory Information. Parents, legal guardians or eligible students can notify the school district, in writing, of any restriction to the release of Directory Information as it applies to their child. While the student is enrolled in the district, authorization to withhold Directory Information will remain in effect until the beginning of the next school year, or until the parent or eligible student submits notification to the school office.

For those students leaving the system, the Directory Information authorization in effect at the time of departure will specify the type of information that the administration may release. Parents or eligible students wishing to alter that authorization should contact the principal of the school last attended.

**Destruction of Temporary Records**

The Superintendent or designee is responsible for destroying a student's temporary record within five years after the student transfers, graduates or withdraws from the school system. The principal or designee is also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. In each case, the school must first notify the parent or legal guardian and eligible student and give them the opportunity to receive a copy of any of the information before it is destroyed.

**Privacy and Security of Student Records**

The Principal or designee is responsible for the privacy and security of all student records maintained in his/her school. The Superintendent or designee is responsible for the privacy and security of all student records that are not under the supervision of a Principal, such as, former students' transcripts.

**Confidentiality of Student Records**

Authorized school personnel shall have access to the student records of students to whom they are providing services, when such access is required in the performance of their official duties. Except where the regulations specifically authorize access by third parties, no individual or organizations other than the parent/legal guardian, eligible student, and authorized school personnel are allowed to have access to information in the student record without the specific, informed, written consent of the parent/legal guardian eligible student. When granting consent, the eligible student or parent shall have the right to designate which parts of the student record shall be released to the third party. A copy of the consent form is retained as part of the temporary record. Information from a student record will only be released to a third party on the condition that he/she will not permit any other third party to have access to such information without the written consent of the eligible student or parent/legal guardian.

**Access to Student Records**

A parent/legal guardian or an eligible student has the right to:

1. Inspect and review all the student's education records within two consecutive weekdays after the principal or designee has received a written request for access unless the requesting party consents to a delay. Parents or eligible students should submit to the school principal or other appropriate school official a written request that they wish to inspect the records. The principal will make arrangements for access and notify the parent or eligible students of the time and place where the records may be inspected.
2. Receive a copy of any part of their student record, although the school may charge a fee for the cost of duplicating the materials. Any student or former student, regardless of age, shall have the right to receive a written *transcript* of his/her record as a student. There shall be no charge for any transcript originally furnished, but there may be a charge for any duplicate or additional transcripts furnished.
3. Have parts of the record interpreted by a qualified professional from the school, or may invite anyone else of their choice to inspect or interpret the record with them.
4. Request an amendment to the student's education records that the parent or eligible students believes are inaccurate or misleading. Parents of eligible students have the right to an appeals process only as delineated in the regulations.
5. File a complaint with the United States Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC\_ 20202-4605

**Massachusetts General Law References:**

M.G.L. 71:34A – Availability of Student Transcript

M.G.L. 71:34B – Remedy for Failure to Provide Student Transcript

M.G.L. 71:34D – Student Records; Regulations

M.G.L. 71:34E – Inspection of Student Records by Parent

M.G.L. 71:87 – Group Intelligence Test Scores; Records

**STUDENT RECORDS**

**P6111**

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Westford Public Schools Policy References:

P4110 – Confidentiality

P6301 – District Computing Environment

Other References:

Massachusetts Department of Education Regulations 603 CMR 23.00: Student Records

Family Educational Rights and Privacy Act (FERPA)

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