

STUDENT RECORDS

The Acton-Boxborough Regional School District (ABRSD) adheres to the provisions of the Family Educational Rights and Privacy Act (FERPA) and Massachusetts laws and regulations in providing access to and confidentially of student records.

As permitted by these laws, the ABRSD School Committee has designated selected student records to be "directory information." For elementary school students, the following records have been designated as directory information:

- Name
- Grade
- Classroom assignment

For middle and high school students the following records have been designated as directory information:

- Name
- Graduating class
- Team/class assignment (middle school)
- Weight and height of members of athletic teams
- Participation in officially recognized activities and sports
- Honors and awards

The Acton-Boxborough Regional School District may release the designated directory information without the consent of the parent or eligible student, unless the parent or eligible student provides the principal with written notice that he/she does not wish the school to release such information. The notice must be received annually by a date designated by the principal.

The Acton-Boxborough Regional School District also discloses all student records without the consent of the parent/eligible student to officials of other schools in which a student seeks or intends to enroll.

To the extent required by applicable law, the Acton-Boxborough Regional School District will provide parents/eligible students with an annual notice of their general rights relative to student records. The Superintendent will determine the content and method of such notice.

Non-custodial parents must submit a written request for the student record to the school principal. The Acton-Boxborough Regional School District will respond to the request in accordance with state and federal laws and regulations regarding access by non-custodial parents.

LEGAL REFS.: Family Education and Privacy Rights Act (FERPA): 20 U.S.C. §1232ga, 34
 CFR §99
 Massachusetts Student Records Regulations: 603 CMR 23.00, et seq.
 Student Records Access for Non-Custodial Parents: General Laws, Chapter 71,
 §34H.

Approved: 6/24/14