

## STUDENT RECORDS

The Acton (APS) and Acton-Boxborough Regional School Districts (ABRSD) adhere to the provisions of the Family Educational Rights and Privacy Act (FERPA) and Massachusetts laws and regulations in providing access to, and confidentiality of student records.

In addition, the Acton and Acton-Boxborough Regional School Districts maintain student records using an electronic student information management system, PowerSchool. These electronic student records include the same documents that would otherwise be found in a paper version of the student record including, but not limited to, student photos, emergency contact cards, report cards, etc.

The Family Educational Rights and Privacy Act (FERPA) protects the privacy and confidentiality of student records. All of the FERPA protections apply to electronic student information management systems.

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

- Name
- Address
- Telephone number
- Date of birth
- Grade
- Classroom assignment

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

- Name
- Address
- Telephone number
- Date of birth
- Graduating class
- Team/class assignment (middle school)
- Participation in officially recognized activities and sports
- Honors and awards

The Acton and Acton-Boxborough schools will 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.

As required by federal law, Acton-Boxborough releases the name, address, and telephone listing of secondary school students to military recruiters or officials of institutions of higher education, upon request. In the event that a parent or eligible student objects to the release of any of this information, the parent/eligible student must provide the principal with written notice of the objection annually by a date designated by the principal; otherwise the information will be released without further notice or consent.

The Acton and Acton-Boxborough schools also disclose all student records (which include health records and special education records, if any), without the consent of the parent/eligible student, to officials of other schools in which a student seeks or intends to enroll, upon receipt of a request from such school officials.

To the extent required by applicable law, the Acton and Acton-Boxborough schools 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 and Acton-Boxborough schools will respond to the request in accordance with state and federal laws and regulations regarding access by non-custodial parents.

Statutory References:

Family Education and Privacy Rights Act (FERPA): 20 U.S.C. §1232g, 34 CR §99

Massachusetts Student Records Regulations: 603 CMR 23.00, et seq.

Student Records Access for Non-Custodial Parents: General Laws, Chapter 71, §34H

Elementary and Secondary Education Act of 1965, as amended by NCLB, 20 USC 7908

*Approved by APS/AB School Committees on 1/4/07*

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