

## REGULATIONS PERTAINING TO STUDENT RECORDS

The Lynn Public Schools strictly adhere to the provisions of the Family Educational Rights and Privacy Act (FERPA) and the Massachusetts Student Records Regulations (Regulation 603 CMR 23:00) which together provide parents and eligible students (those who have reached the age of 14 or who have entered the ninth grade) certain rights with respect to the student's educational record.

### **Student Record**

The student record shall consist of a transcript and a temporary record, including all print and digital information, or any other materials 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 files and individual e-mails are considered student works incidental to their student record and are not specifically student records.

### **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.

### **Temporary Record**

The temporary record (Cum) consists of all information in the student record that is not contained in the transcript. This information 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 pertinent to the educational process. Information in the temporary record may be shared with the student, parent or a temporary substitute of the marker of the record, but if it released to authorized school personnel it becomes an official part of the student record.

### **Destruction of Temporary Record**

The superintendent or designee is responsible for destroying the 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 The principal or designee is also allowed to destroy misleading, outdated or irrelevant information in the temporary record while the student is enrolled in the school system.

### **Directory Information**

Directory information is defined as information contained in the student record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information may be disclosed without prior written consent. As permitted by FERPA, the Lynn Public Schools have designated selected student records to be "directory information". For elementary students 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, the following records have been designated as directory information:

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

The Lynn Public 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.

### **Privacy and Security of Student Records**

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

### **Confidentiality of Student Records**

Authorized school personnel shall have access to the student record of those students to whom they are providing services, when such access is required in the performance of their official duties. No individual or organization other than the parent/legal guardian, eligible student, and authorized school personnel are allowed to have access to information in the student's record without specific, informed, written consent of the parent/legal guardian or eligible student. When granting consent, the parent or eligible student shall have the right to designate which part of the student record shall be released to a third party. A copy of the consent form is retained as part of the temporary record. Regulations specifically authorize access to third parties without parent or eligible student consent in the following cases:

- Records designated as Directory Information
- Upon receipt of a court order or lawfully issued subpoena
- Upon request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services.
- Federal, state and local education officials and their authorized agents in connection with the audit, evaluation or enforcement of federal and state education laws or programs.
- A health or safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.
- Authorized school personnel of the school to which a student seeks or intends to transfer.
- School health personnel and local and state health department personnel.
- Upon notification by law enforcement authorities that a student has been reported missing, a mark shall be placed in the student's record. The school shall report any request concerning the records of such student to the appropriate law enforcement authority.

### **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 principal a written request that they wish to inspect the records.
2. Receive a copy of any part of their student record. The school may charge a fee for duplication of 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 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.
4. Request an amendment to the student's educational records that the parent or eligible student believes to be inaccurate or misleading. Parents of eligible students have the right to appeal the principal's decision in writing to the superintendent of schools.
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 20245.
6. According to 603 CMR 23.10 (1) (a) : Notification, schools shall annually publish and distribute to students and their parents " the standardized testing programs and research studies to be conducted during the year and other routine information to be collected or solicited from the student during the year."

## **Non-Custodial Parent Access to Student Records**

The Student Record regulations concerning access to records by non-custodial parents (a parent who does not have physical custody of a student) have been amended pursuant to regulation 603 CMR 23:07. A non-custodial parent may have access to the student record unless the school has been given documentation that:

The non-custodial parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or

The non-custodial parent has been denied visitation or has been ordered to supervised visitation, or

The non-custodial parent's access to the student or to the custodial parent has been restricted by a temporary or permanent order, unless the protective order specifically allows access to the information contained in the student record.

Records requested by custodial and no-custodial parents may not be used with the intent to seek or enroll.

Upon receipt of a request for records from a non-custodial parent, the principal shall notify the custodial parent of such request by certified and first class mail. This notification must state that these records will be provided to the requesting parent after 21 days unless the custodial parent provides the principal documentation of any court order which prohibits contact with the child, or prohibits the distribution of student records, or any order issues which protects the child in the custodial parent's custody from abuse by the requesting parent, unless said order allows access to school records. All contact information of the custodial parent (e-mail, address, phone numbers), must be deleted from records before distribution to non-custodial parent.

## **PARENT INFORMATION CENTER**

The Lynn Public Schools Parent Information Center, located at 100 Bennett Street, offers parents information about their school system.

Regular office hours are Monday through Thursday 7:45 a.m. – 3:15 p.m. and Friday 7:45 a.m. – 2:15 p.m. Vacation weeks/Summer hours are Monday through Thursday 7:45 a.m. – 2:15 p.m. and Friday 7:45 a.m. – 12:15 p.m. We believe that an informed parent is likely to become an involved parent who will help us improve our schools.

Please visit or telephone us at 781-477-7220 ext 3179, for information regarding the voluntary desegregation plan, the student assignment policy, within system school choice, language support programs, and transportation options.

Pre-registration for Kindergarten to grade 12 begins at the beginning of March every year. Appointments for pre-registration may be made beginning the first week in March every year.

In order to process registrations, parents must provide the child's birth certificate or passport, proof of guardianship, picture identification of parent/guardian, the child's immunization records, and proof of address such as a utility bill which clearly states the parent's home address in Lynn.

File Name: \_\_\_\_\_

# Records Request Log

*1 d - access  
2 b/d/enot fiction*

8/13/10

| Person Requesting Records              | Date Requested | Date Mailed | Date Signed for pick-up | Intake Form Completed and filed in <u>record</u> and <u>binder</u> ? Pls initial | 1st Copy? | Charge \$? |
|--|----------------|-------------|-------------------------|--|-----------|------------|
| 1.) Documents Copied for this request: |                |             |                         |  |           |            |
| 2.)                                    |                |             |                         |  |           |            |
| Documents Copied for this request:     |                |             |                         |  |           |            |
| 3.)                                    |                |             |                         |  |           |            |
| Documents Copied for this request:     |                |             |                         |  |           |            |
| 4.)                                    |                |             |                         |  |           |            |
| Documents Copied for this request:     |                |             |                         |  |           |            |
| 5.)                                    |                |             |                         |  |           |            |
| Documents Copied for this request:     |                |             |                         |  |           |            |
| 6.)                                    |                |             |                         |  |           |            |
| Documents Copied for this request:     |                |             |                         |  |           |            |
| 7.)                                    |                |             |                         |  |           |            |
| Documents Copied for this request:     |                |             |                         |  |           |            |

2 b/d/e

**LYNN PUBLIC SCHOOLS  
Special Education Department  
113 Broad Street, Lynn, MA 01902  
Telephone (781) 268-3000 - Fax (781) 592-2686**

**STUDENT RECORDS REQUEST INTAKE FORM**

1. Student Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_
2. Date Student Records Request Received: \_\_\_\_\_
3. Name of Person Requesting Records: \_\_\_\_\_
4. Tenth Day From Date of Request: \_\_\_\_\_  
(Requested student record information must be provided no later than ten days from receipt of request)
5. Date Student Record Information was mailed: \_\_\_\_\_  
a. Clerk Initials \_\_\_\_\_
6. If person requests to pick up Records in person, please provide the following:
  - a. Date Records Clerk initiated contact for pick up: \_\_\_\_\_
  - b. Method (by phone, email, etc.) \_\_\_\_\_
  - c. Actual Date of Pick Up: \_\_\_\_\_

\*\*\*\*\***In-Person Pick-Up requires Signature and Date**\*\*\*\*\*

Signature of Parent or Eligible Student Receiving Requested Student Record Information:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**LYNN PUBLIC SCHOOLS**

2 b/d,e

Special Education Department, 100 Bennett St. Lynn, MA 01905  
Telephone (781) 477-7220



*Cheryl Meninno, Ed.D*  
*Director of Special Education*

*Jessica McLaughlin*  
*Supervisor of Special Education*

**CONSENT TO RELEASE STUDENT RECORDS**

CHILD'S NAME \_\_\_\_\_ BIRTHDATE \_\_\_\_\_

I hereby authorize **Lynn Public Schools** to release all school related records and/or reports pertaining to the above-mentioned child to \_\_\_\_\_

PARENT OR GUARDIAN OR ED. SURROGATE PARENT \_\_\_\_\_  
(Please Print Name)

ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

RETURN TO: LYNN PUBLIC SCHOOLS  
SPECIAL EDUCATION DEPARTMENT  
100 Bennett St.  
Lynn, MA 01905



12/10/2014 15:19  
1041efan

CITY OF LYNN

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poinquiry

PURCHASE ORDER

20151293-00 FY 2015

BILL TO

LYNN PUBLIC SCHOOLS  
SPECIAL EDUCATION DEPARTMENT  
100 BENNETT STREET  
LYNN , MA 01905

VENDOR

RICOH USA, INC  
P.O. BOX 827577

PHILADELPHIA, PA 19182-7577

SHIP TO

LYNN PUBLIC SCHOOLS  
SPECIAL EDUCATION DEPARTMENT  
100 BENNETT STREET  
LYNN, MA

01905

Requisition  
1569

Delivery Reference  
ATTN: KEVIN MCHUGH

| DATE ORDERED | VENDOR NUMBER | DATE REQUIRED | FREIGHT METHOD/TERMS | DEPARTMENT/LOCATION    |
|--------------|---------------|---------------|----------------------|------------------------|
| 08/14/14     | 330671        | 08/13/14      | NET 30               | SPECIAL EDUCATION DEPT |

POST-IT NOTES

STATE CONTRACT #: OFF32  
PER STATEMENT OF WORK #: KMB140724LPS  
PROJECT: SPECIAL EDUCATION FILES  
PREPARED ON: 7/28/14  
PREPARED BY: KYLE BLOSSOM

| LN  | DESCRIPTION   | QTY  | UOM | UNIT PRICE | NET PRICE |
|-----|---|------|-----|------------|-----------|
| 001 | SCANNING OF SPECIAL EDUCATION FILES PER STATEMENT OF WORK #KMB140724LPS | 1.00 |     | 88067.500  | 88,067.50 |

PO TOTAL 88,067.50

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## EasyIEP™ General Information

### Logging into EasyIEP™

To access EasyIEP™, you must have a user name and a unique password.

- Open a web browser and enter your district's URL in the address bar. The general web address for EasyIEP™ is: <https://easyiep3.pcqus.com/madistrictname>
- Enter your username on the log in screen (First Name <space> Last Name)
- Enter your password
- Click the *Login* button



- It is important to note the "s" in "https." This indicates a secure website, and you must include it in the address.
- Your user name is not case sensitive, but your password is case sensitive.
- In order to make accessing EasyIEP™ quicker and easier in the future, you may use the *Bookmark* or *Favorites* function in your Internet browser.

### Security

All EasyIEP™ information is confidential. The server uses Secure Socket Layer (SSL) technology to encrypt all information as it flows across the Internet. This is the same technology that online merchants and banks use to protect your credit card number and other sensitive information that is sent over the Internet.

Please adhere to the following procedures to ensure security:

- Do not give your account name or password to anyone.
- Do not write your password down where it can be seen by anyone.
- Do not save documents or reports to an unsecured computer.
- Always log off of EasyIEP™ and close your browser when you are finished.

### User Access and Permissions

Access to the various areas of EasyIEP™ and the permission to execute various functions are controlled by the user type assigned to each user. Examples of common user types include School Administrator and Director, Resource Teacher and Provider. Depending on the user type, individuals will be assigned either view or edit access to EasyIEP™.

Users with view access will only be able to see information on a given screen; they will not be able to edit that information. Users with edit access will be allowed to view and edit information on EasyIEP™. View access and edit access pages will look different. Permissions control what you are allowed to do on the screens of EasyIEP™.