

Students Records

The School Committee shall maintain, retain, duplicate, store and periodically destroy student records in accordance with the federal family privacy laws, the laws of the Commonwealth of Massachusetts, and the regulations of the Massachusetts Department of Education.

A parent or guardian of a pupil, or a pupil over the age of 14 shall be allowed to inspect academic, scholastic, or any other records concerning such pupil which are kept or required to be kept by law or regulation.

The student record shall consist of the transcript and the temporary record including all information recording and computer tapes, microfilm, microfiche, or any other materials.

Transcripts - Transcripts are considered the permanent record and may only be destroyed 60 years following the student's graduation, transfer, or withdrawal from the school system, and shall constitute the minimum data necessary to reflect the name address and phone number of the student; his/her birthdate, name, address, and phone number of the parent or guardian; course titles, grades, course credit, grade level completed, and the year completed. The white office card shall serve as the minimum transcript for students.

Temporary Records - The temporary record shall consist of all information in the student record which is not contained in the transcript and may be destroyed five (5) years after the student exits the school system provided that proper notice and other laws and regulations regarding the destruction of records have been met. The temporary record may contain information that is important to the educational process including but not limited to: standardized test results, class rank, extracurricular activities, evaluations by teachers, counselors or other staff, and other records such as discipline infraction information when permitted or required by law or regulation.

Privacy and Security - The Superintendent or his/her designee shall act as the keeper of the records for all student records and shall ensure the privacy and security of all student records in accordance with law and regulation including the access of third parties student records. A log of access shall be kept in each student's record which shall record the name, position and signature

of the person who releases any individually identifiable information from the student's transcript or temporary record. Such log shall also include the date of access, the parts of the record to which access was obtained, and the purpose of such access.

*Legal references: Massachusetts General Laws: 71:34A-G
Massachusetts Department of Education, Student Record Regulations*

Adopted by the
School Committee:
4.13.95

LAWRENCE PUBLIC SCHOOLS
LAWRENCE, MASSACHUSETTS