

## **STUDENT RECORDS**

In order to provide students with appropriate instruction and educational services, it is necessary for the school district to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents/guardians/caregivers and/or the student in accordance with law, yet be guarded as confidential information.

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements. The temporary record of each student will be destroyed seven (7) years after the student transfers, graduates or withdraws from the school district. Former students desiring information from their records may obtain it by requesting such information from the principal/head of upper school before the date of destruction.

The School Committee wishes to make clear that all individual student records of the school system are confidential. However, consistent with federal and state law and regulations governing student records, the School Committee designates the following information as "directory information": student's name, major field of study, dates of attendance, class, participation in officially recognized activities and sports, degrees, honors and awards and post-high school plans that may be released to the general public, third parties and outside organizations without the written consent of a student and/or their parents/guardians/caregivers. Students and/or their parents/guardians/caregivers, however, may "opt-out" of the release of any element of directory information detailed above by notifying the principal/head of upper school of the student's school in writing by October 1 of each school year that such information should not be released.

Additionally, the School Committee designates the following information as "directory information":

- (i) student and parents/guardians/caregivers' address, telephone number (s) and email listing(s) (along with a student's name) that only may be released to parent/guardian/caregiver groups at a particular school for the specific and limited purpose of developing a school-based Family Contact Book and to school alumni groups for the specific and limited purpose of developing a school-based Alumni Directory. Such release of a student and parents/guardians/caregivers' address, telephone number(s) and email listing(s) (along with a student's name) will only be released if the parents/guardians/caregivers of the student have completed an authorization form expressly opting-in to having this information included in either a school-based Family Contact Book and/or a school-based Alumni Directory;
- (ii) student and parent/guardian/caregiver's name, address, telephone number, email listing and date of birth of student that only may be released to the Cambridge Public Library for the specific and limited purpose of providing a library card to all students. Students and/or their parents/guardians/caregivers, however, may "opt-out" of the release of any this information to the Cambridge Public Library

by notifying the principal/head of upper school of the student's school in writing by October 1 of each school year that such information should not be released.

The Superintendent of Schools shall ensure that procedures are in place to ensure that information regarding the School Committee's Student Records Policy is distributed on an annual basis along with information regarding the right of both parents/guardians/caregivers and students to "opt-out" of the release of directory information and the right of parents/guardians/caregivers and students to "opt-in", via express written authorization, to having their name, address, telephone and email listing included in either a school-based Family Contact Book or school-based Alumni Directory.

LEGAL REFS.:       Family Educational Rights and Privacy Act of  
1974, as amended, 20 U.S.C. §1232g et seq.  
34 C.F.R. §99.37 et seq., M.G.L.c. 66, §10; c. 71, §§34A, B, D & E  
Board of Education Student Record Regulations  
603 C.M.R. 23:00 et seq.  
Mass. Dept. of Elementary and Secondary Education, Student Records:  
Questions, Answers and Guidelines (Sept. 1995)

*Adopted: May 15, 2018*