

RETENTION OF STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the school system 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 or legal guardian 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 enrolled on or after June, 2002, will be destroyed seven years after the student transfers, graduates, or withdraws from the school district. (A student's temporary record consists of everything but the student's transcript, which is permanent.) Written notice to the eligible student and his/her parent of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system.

The Committee wishes to make clear that all individual student records of the school system are confidential.

LEGAL REFS: Family Educational Rights and Privacy Act of 1974

603 CMR: Dept. of Education [23.00](#) through [23:12](#)

First Reading: September 10, 2013

Second Reading and Adoption: November 18, 2014