

STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the Swansea 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 parent(s) or legal guardian(s) and/or the student in accordance with law, and yet be guarded as confidential information.

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations (603 CMR 23.00).

Temporary Record:

The temporary record of each student enrolled on or after June 2002 will be destroyed no later than seven (7) years after the student transfers, graduates or withdraws from the School District. Written notice to the eligible student and his/her parent(s) or legal guardian(s) 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.

Permanent Record:

Upon graduation, transfer or withdrawal from Swansea Public Schools, the parent(s), guardian(s) or student, (if 18 years old or older per 603 CMR 23.00), will be asked to take ownership of the student's permanent record. A Release Of Student Academic Record form shall be executed and the student permanent record will be released from Swansea Public Schools. Swansea Public Schools will not retain any copy of the student permanent record. In a case where the record was not able to be transferred to the parent, guardian or student, the student's transcript may only be destroyed sixty (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. This confidentiality extends to giving out individual addresses and telephone numbers.

Revised: June 30, 2002

LEGAL REFS: Family Educational Rights and Privacy Act of 1974
 P.L. 93-380, Amended
 P.L. 103-382, 1994
 M.G.L. 66:10 71:34A, B, D, E, H
 Board of Education Student Record Regulations adopted 2/10/77, June 1995 as
 amended June 2002
 603 CMR: Dept. Of Education 23.00 through 23:12
 Mass Dept. Of Education publication Student Records; Questions, Answers and
 Guidelines, Sept.

CROSS REF: KDB, Public's Right to Know