

**Monomoy Regional School District Annual Notice**  
**The Family Education and Privacy Act**  
**Massachusetts Student Records Regulations**

The Family Educational Rights and Privacy Act (FERPA) and the Massachusetts Student Records Regulations ("Regulations") together provide parents and eligible students (those who have reached the age of 14 or who have entered ninth grade) certain rights with respect to the student's education records. A general overview of those rights is provided in the student handbook and below. Parents and students may obtain a complete copy of their rights under the Massachusetts Student Record Regulations by contacting the Principal.

The **right to access** the student's education records: Parents or eligible students should submit their request for access to the Principal. Access is generally provided within ten days of a request. However, Massachusetts General Laws c. 71, §34H ("Section 37H") provides specific procedures that must be followed prior to release of records to a parent who does not have physical custody of a child. These procedures include submitting a written request and other documentation to the principal on an annual basis. Information about these procedures can be obtained from the Principal.

The **right to request amendment** of the student's education records: Parents or eligible students should direct their request to the principal, clearly identifying the part of the record they wish to have amended, and why.

The **right to consent to disclosures** of personally identifiable information contained in the student's education records, except to the extent that FERPA and the Massachusetts regulations authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests in the records. Such school officials include professional, administrative and clerical staff who are employed by or under agreement with the Monomoy Regional Schools and who need access to a record in order to fulfill their duties. The Monomoy Regional Schools also discloses student records without parent/eligible student consent to officials of other elementary or secondary schools in which a student enrolls, or seeks, intends, or is instructed to enroll upon receipt of a request from such school officials.

In addition, the Monomoy Regional Schools has a practice of releasing directory information without consent, including to military recruiters in accordance with the mandates of the No Child Left Behind Act of 2001. Directory information consists of the following: the student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of athletic teams, class, participation in recognized activities and sports, honors and awards, and post-high school plans. In the event a parent or eligible student objects to the release of any of the above information, the parent/eligible student may state that objection in writing to the Principal. Absent receipt of a written objection by **September 17, of the current school year**, the directory information will be released without further notice or consent.

The right to file a complaint concerning alleged failures by the District to comply with the regulations and laws governing student records: Complaints may be filed at:

Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Maiden, MA 02148. In addition, complaints relative to federal statutes and regulations governing student records may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC.

#### Non-custodial Parent Access to Student Records

The Student Record Regulations concerning access to records by non-custodial parents (a parent who do not have physical custody of a student) have been amended. (603 CMR 23.07(5)). 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.

#### Maintenance and Destruction of School Records

The student's transcript shall be maintained by the school department and may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system. The student's temporary record shall be destroyed no later than seven years after the student transfers, graduates, or withdraws from the school system. If a parent wishes to collect the temporary record or any part thereof, he/she must do so within the timeframe.

A temporary record is defined as information, which is not contained in the transcript and includes such information as standardized test results, class rank, evaluations by teachers, counselors and other school staff and special education records.

As part of the federal education law, "No Child Left Behind," all secondary schools that are part of districts that receive federal funds under this law, including Chatham and Harwich High School, must provide military recruiters and any institutions of higher education, access to the name, address, and telephone listing of all secondary students. However, parents and/or students may request that this information not be released and if ' such a request is made, we will not provide it.