



## WINCHESTER PUBLIC SCHOOLS

INCLUSION • SERVICE • INNOVATION

Business Office - Human Resources

# MGL 603 CMR 23.00

## Confidentiality of Student Records Training

### Student Records

Parents have the right:

- To inspect their child's file within ten days of a request
- To inspect their child's file prior to any meeting regarding an IEP
- To obtain copies of their child's record at no charge
- To request that the information in their child's file be changed

### Confidentiality of Student Records

- All student records maintained in the school must be private and secure. Computerized systems should be electronically secure.
- School personnel should be informed of the provisions of 603 CMR 23.00 and M.G.L. c. 71, § 34H [www.doe.mass.edu/lawsregs/603cmr23.html?section=01](http://www.doe.mass.edu/lawsregs/603cmr23.html?section=01)
- Breaches of confidentiality are a serious offense that could lead to discipline up to and including termination.