

Regulations Pertaining to Student Records AND Parent/ Guardian CONSENT FORM

Summary of Regulations Pertaining to Student Records

The Student Record Regulations adopted by the Board of Education apply to all public elementary and secondary schools in Massachusetts. (They also apply to private day and residential schools that have state approval to provide publicly-funded special education services.) The regulations are designed to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in carrying out their responsibilities under state and federal law.

The regulations apply to all information kept by a school or school district on a student in a way that the student may be individually identified. The regulations divide the record into two parts: the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits, and grade level completed. The transcript is kept by the school district for at least sixty years after the student leaves the system.

The temporary record contains the majority of the information maintained by the school about the student. This may include such things as standardized test results; class rank; school-sponsored extracurricular activities; evaluations and comments by teachers, counselors, and other persons; disciplinary records; and other information. The temporary record is destroyed within five years after the student leaves the school system.

Confidentiality of Record

Except where the regulations specifically authorize access by third parties, no individuals or organizations other than the parent, eligible student and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent or eligible student.

Parent/ Guardian CONSENT FORM

Authorizing Third Party Communication

Foxborough Regional Charter School requires legal parents/guardians to provide written consent to the school in order to authorize verbal communication about behavior, discipline or academic progress to a third party. (A third party is anyone who is not a birth parent, a legal adoptive parent or a legal guardian with legal documentation).

The school does not share student records with third parties or non legal parents. Nor does the school provide access through portals, report cards, or verbal communication.

In order for the school to engage verbally regarding daily behavior or discipline issues with a third party, a consent form must be signed and on file in the cumulative record. This consent form must be completed and returned to the Main office annually.

Date _____

Student Name _____

Current Grade _____

Names of Legal Guardians

_____ Print

_____ Signature

_____ Print

_____ Signature

Authorization to Speak with Non Legal Guardian

I, _____, (name of legal guardian/ parent) legal and custodial parent/guardian of _____ (student name) , authorize Foxborough Regional Charter School to verbally share information about my child with _____ (name of third party) in the event that I am not accessible to the school and the situation warrants immediate communication to the home. I understand that the only information shared verbally will pertain directly to behavior or discipline and will not include access to written records or academic status.

Printed Name of Legal Parent/ Guardian _____

Signature of Legal Parent / Guardian _____

Date of Authorization
