

# Student Records & Confidentiality



**Gardner Public Schools**

Updated: August 2023

# Student Records Regulations

- Protect rights of students and families regarding:
  - *Confidentiality*
  - *Inspection*
  - *Amendment*
  - *Destruction of any record*
- Provide guidance to districts carrying out state and federal laws

# What is a student record?

- Definition:  
*Any information regarding a student, regardless of where it is kept, that is personally identifiable or linkable to the student and that is maintained by the school district.*
- Permanent Record
  - *Transcript*
- Temporary Record
  - *Special education records*
  - *Health records*
  - *Disciplinary records*
  - *Emails, information and correspondence maintained by the school district in electronic form*
  - *Other documents and information maintained by the school district*

**Note: Once relevant information is released to authorized school personnel it becomes part of the student record.**

# What is *not* a student record?

- Personal Files: notes, memory aids, etc. that are maintained in the personal files of a school employee and are not accessible or revealed to authorized school personnel or third party.
- Personal observations of the student's conduct that are not maintained by the school district or information regarding a student derived from a source other than the student's educational records.
- Records of school law enforcement units.

**Note: Personal files and notes can be kept by personnel. However, any record pertaining to a student that belongs in their official temporary record, needs to be filed immediately. These personal files and notes should not be shared between staff unless it is educationally necessary; once this occurs, the record is no longer a note and is considered part of the temporary record.**

# Student Records: Release

- The student record is available to school contracted personnel who work directly with the student.
- No information in the student's record is available to anyone outside the school system without written permission from the student and/or parent/guardian.

## Authorized Access:

- School personnel can access when it is required in the performance of their official duties.

## Third Party Access:

- None without the specific, informed written consent of the eligible student or parent/guardian.

## Exceptions:

- Directory Information
- Court order
- DESE, DCF, DYS, probation officer
- Health/Safety Emergency- 51A, 911, community health concern

# Student Confidentiality

All personal information about a student is confidential. In the event that a Gardner student is involved in an accident, arrest or suffers personal tragedy it will be the responsibility of the Principal of the students' school and of the Superintendent to make any public statement about the student or the incident(s).

All staff will refer any question about any student or District employee to the building Principal or the Superintendent's office.

The utmost discretion should be used when sharing information about students. This includes conversations with other staff members.

You CANNOT give any personally identifying information about a student to anyone who is not directly involved in that child's education without written parent/guardian consent.

Share only information that is part of the work process with qualified personnel.

Do not leave personal student information in public view.

# Student Confidentiality

All personal information about a student, including address and phone number, is protected whether or not:

- the student attends school; or
- the student is present on a given day

**Note: This information is also protected from non-custodial parents and grandparents without written consent.**

When out of school you **cannot**:

- Discuss any school discipline issues;
- Divulge whether a student is in special education;
- Talk about if a student has problems, is seeing a guidance counselor, or has gotten into trouble;
- Talk about a student's attendance, grades, or appearance; or
- Discuss test scores or academic performance.

**Note: Be very mindful of your use of social media.**

Please review the following **required** documentation before continuing to the next slide:

- [JRA - Student Records](#)

*If employees have any questions regarding this training module or required documentation, please contact your direct supervisor or your school's principal.*



In order to complete this training, please proceed to the form linked below to confirm receipt of all documentation:

- [Certification of Completion of the Student Records & Confidentiality Mandatory Training](#)