

## NON-CUSTODIAL PARENT'S RIGHTS

As required by Massachusetts General Law Chapter 71, Section 34H, a non-custodial parent may have access to the student record in accordance with law and Department of Education Regulations. The school district will follow the law and the regulations developed by the Massachusetts Department of Education to standardize the process by which public schools provide student records to parents who do not have physical custody of their children ("non-custodial parents").

As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

- (a) A non-custodial parent is eligible to obtain access to the student record unless the school or district has been given documentation that:
  - 1. The parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
  - 2. The parent has been denied visitation, or
  - 3. The parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
  - 4. There is an order of a probate and family court judge which prohibits the distribution of student records to the parent.
- (b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).
- (c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- (d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).
- (e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- (f) (f) Upon receipt of a court order which prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

LEGAL REF.: M.G.L. 71:34D; 71:34H  
603 CMR 23.07 (5) Access Procedures for Non-Custodial Parents  
20 U.S.C. §1232g Family Education Rights and Privacy Act (FERPA)

SOURCE: MASC

REVISED: October 9, 2007



**Bedford Public Schools  
Custodial Parent Waiver Form**

Please read the following concerning non-custodial parent rights to student records:

Massachusetts General Laws allow non-custodial parents access to their student's records when requested in writing to the building principal unless a court order indicates any of the following:

- The non-custodial parent has been denied legal custody or has been ordered supervised visitation based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody and/or visitation;
- The non-custodial parent has been denied visitation;
- The non-custodial parent's access to the student has been restricted by a temporary or permanent protective order (unless the protective order specifically allows access to the information contained in the student record); or
- There is a court order from a Probate and Family Court judge that prohibits the distribution of student records to the non-custodial parent.

If none of the above apply, you may sign below indicating that you are allowing the non-custodial parent immediate access to your student's records without a written request.

Custodial Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_