Federal and state laws provide rights of confidentiality, access, and amendment relating to student records (as defined below) to students who are age 14 and older or who have entered ninth grade, whichever comes first (“eligible students”) or families of students under the age of 14 and have not entered the ninth grade (“families”). For purposes herein, “student records” shall be defined as a student’s transcript, temporary records, health and immunization records, and video surveillance footage to the extent such footage is used for the student’s disciplinary purposes. Copies of the applicable federal and state laws will be provided by Match Charter Public School (“Match”) upon request.

Access and Amendment
A family (other than a non-custodial family) or eligible student has a right to access student records and to seek an amendment if the family or eligible student believes them to be inaccurate, misleading, or otherwise in violation of the student’s privacy rights. In order to obtain access or to seek amendment to student records, please contact the Principal or Executive Director in writing and such access will be provided as soon as practicable and within 10 days after the initial request. Upon request, the eligible student or family may meet with professionally qualified school personnel and have any contents of the school record interpreted. If Match decides not to amend a student record as requested, the family or eligible student may request a hearing. If, after the hearing, Match determines that the information in the student record is not inaccurate, misleading or otherwise in violation of the student’s privacy rights, it shall inform the family or the eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the agency or institution. Such statement will be maintained as part of the student record for as long as the record is maintained, and will be disclosed whenever Match discloses the portion of the record to which the statement pertains.

A non-custodial family seeking access to student records must submit a written request to the Principal or Executive Director. The custodial families will be immediately notified of the request and will have the opportunity to provide certain documentation (such as a court order) which would impact the non-custodial family’s access to student records. Families who have questions or concerns regarding access to records by non-custodial family should contact the Principal or Executive Director for additional information.

Confidentiality
Release of student records generally requires consent of the family or eligible student subject to certain exceptions. For example, Match employees (including administrators, supervisors, instructors, and support staff members), trustees, or individuals under contract with Match (including attorneys, auditors, medical consultants and therapists, and individuals assisting Match employees in performing their tasks) may access student records as needed to perform their duties without consent by an eligible student or a student’s family. Match may also release a student’s complete student record to authorized school personnel of a school to which a student seeks or intends to transfer without further notice to or receipt of consent from, the eligible student or family. In addition, Match may disclose student records without consent to state and local law enforcement officials and officials within the juvenile system in accordance with the law without a family’s or eligible student’s consent. Additional instances where student records may be released without consent are set forth at 20 U.S.C. § 1232g(b), 34 CFR § 99.31 and 603 CMR 23.07(4).

Furthermore, Match may disclose directory information (as defined below) without notice or consent unless a family or eligible student notifies the Principal in writing, within ten (10) calendar days of the receipt of this policy, that he or she objects to the release of any directory information (as defined below). For purposes herein,
“directory information” is defined as a student’s name, address (except for the address of a homeless student), telephone listing, email address, date and place of birth, major field of study, dates of attendance, weight and height of the members of athletic teams, grade level, participation in recognized activities and sports, honors and awards, and post-high school plans.

In addition, in accordance with M.G.L. c. 71, § 89(g), Match will release the names and addresses of students to a third party mail house upon the request of a school district, unless a families or eligible student objects to such release by providing written notice to the Principal or Executive Director within ten (10) calendar days of the receipt of this policy.

Record Retention

A student’s transcript will be maintained by Match for a period of 60 years following a student’s graduation, transfer or withdrawal from Match. A student’s temporary record shall be destroyed no longer than seven (7) years after the student withdraws, transfers or graduates from Match.

The score of any group intelligence test administered to a student shall be removed from the record of said student at the end of the school year in which such test was administered.

Upon a student’s graduation, withdrawal or transfer from Match, Match will provide written notice to the eligible student and his or her families of the approximate date of destruction of the student’s temporary record and their right to receive the information in such record.

Complaint

Families and eligible students have a right to file a complaint concerning alleged failures by a school to comply with the requirements of the student records laws and regulations with the Massachusetts Department of Education, 350 Main Street, Malden, MA 02148. 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 20202-4605.

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