

PROCEDURES TO BE FOLLOWED BY SPS SCHOOL PERSONNEL TO RESPOND TO THIRD PARTY REQUEST FOR STUDENT RECORDS SCHOOL TO RESPOND

REQUEST BY:	Action To Be Taken By School (without going through SPS's Central Office):
Parent/Legal Guardian or Eligible Student (18 years of age or older). <i>This would include DCF if student is in DCF custody.</i>	Release a copy of the student record to the custodial parent, legal guardian or eligible student. [MUST BE MADE WITHIN 10 DAYS OF ORIGINAL REQUEST]
School personnel to which a student seeks or intends to transfer.	Release a copy of the student records to the transferring school.
Court Appointed Investigator to investigate an allegation under MGL c. 119 section 24 (Protection and Care of Children) for verbal information only or access to student.	After receipt of a copy of the Court Appointment, release verbal information regarding the student to the Investigator or provide the Investigator access to the student record and/or the student. (See Endnote) ¹
Student's Court Appointed Attorney/Guardian Ad Litem for access to student, or student record or verbal information. (Keep copy of ID)	After receipt of the Court Appointment, provide access to the student and/or student records. (Do not provide copy of student records)
Probation Officer for copy of the student record.	Send a copy of the student records to the Probation Officer.
Department of Children & Families ("DCF") request for verbal information.	Upon receipt of a valid authorization (An Authorization signed by the parent, guardian or Social Worker, if student is in DCF custody), provide verbal information regarding the student and allow the Social Worker to speak with the student. (See Endnote)
DCF 51A Investigation requesting as part of the investigation student records or information. (Keep copy of ID)	Upon the request for information by the DCF Social Worker who is investigating a report of abuse under 51A, provide to DCF the information requested regarding the student, including access to the student. The Social Worker from DCF will be asked to show her ID badge and provide the student's full legal name and additional identifying information (e.g.: date of birth, parents' names or address).
Department of Developmental Services ("DDS") for verbal information.	Upon receipt of a valid authorization (An Authorization signed by the parent, guardian or Social Worker, if student is in DCF custody), provide verbal information regarding the student and allow the DDS worker to speak with the student.
Request for Student Records from Not-for-Profit Social Service Organizations (e.g.: MSPCC, Gandara).	Provide a copy of the student records to the custodial parent or legal guardian of the student who will be responsible to provide the copy to the agency/individual.
Student Records from Educational Surrogate Parent/Advocate or Attorney retained by parent/guardian on behalf of student to advocate for educational services or programs. ⁱⁱ	Provide a copy of the student records to the custodial parent or legal guardian of the student who will be responsible to provide the copy to the agency/individual.
Attorney retained by Parent on behalf of student for Social Security Insurance (SSI) claim.	Provide a copy of the student records to the custodial parent or legal guardian of the student who will be responsible to provide the copy to the attorney.
Medical/mental health care provider of the student with an authorization signed by parent or legal guardian for copy of student record.	Provide a copy of the student records to the custodial parent or legal guardian of the student who will be responsible to provide the copy to the medical/mental health care provider.
<p>Police</p> <ul style="list-style-type: none"> • Life Threatening Emergency • Investigation that is not a Life Threatening Emergency 	<ul style="list-style-type: none"> • Provide Police Officer access to student • Need to obtain Parent/Guardian Consent before providing access to student.

¹ After receipt of appropriate authorization, if the school receives by telephone a request for verbal information from a Student's Court Appointed Investigator or Guardian Ad Litem, Medical/Mental Health Care Provider or DCF Social Worker ("Requestor"), it shall release student's information after confirming that it is speaking to the appropriate person (e.g.: call back the Requestor to confirm the call or confirm the identity by caller ID).

ⁱⁱ Except for requests from CPR, MH/A and PPA. Any requests from these organizations are to be sent to William Baker at the Office of Safety and Security.

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SEND REQUEST TO WILLIAM G. BAKER, DIRECTOR OF SAFETY & SECURITY

REQUEST BY:

Non-Custodial Parent for student records or verbal information.

Court Summons /Motion Seeking School or Student Records.

Justice of the Court or Juvenile Court Clinic for copy of student record.

Court Appointed Investigator to investigate an allegation under MGL c. 119 section 24 (Protection and Care of Children) for copy of student records.

Deposition Subpoena Duces Tecum served by Sheriff seeking student records.

Student's Attorney/Court Appointed Attorney/Guardian Ad Litem, including Public Defender (Youth Advocacy Division), for copy of student records.

Department of Youth Services for a copy of student records.

Department of Children and Families for copy of the student records (only if not a 51A investigation).

Department of Developmental Services ("DDS") for copy of the student records.

Auditor of the Commonwealth – Bureau of Special Investigations for a copy of student records.

Mass Department of Elementary and Secondary Education (DESE) for copy of student records in response to a DESE investigation.

Request for Student Records from Center for Public Counsel (CPR), Mental Health Legal Advisors (MHL) and Parent/Professional Advocacy League (PPAL).

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SEND REQUEST TO PATRICIA A. BURNS, Assistant Executive Officer of Special Education & Related Services

REQUEST BY:

Social Security Administration ("SSA").

Date: August 14, 2018