

*To be translated into student's home language*  
**NOTICE OF DISSEMINATION OF STUDENT RECORD TO  
THIRD PARTIES WHO DO NOT NEED STUDENT CONSENT**

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

Dear \_\_\_\_\_:

This is to notify you that a:

\_\_\_ request from the Department of Education Division of Special Education

\_\_\_ subpoena

\_\_\_ court order

\_\_\_ request from a justice

\_\_\_ Other (specify) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

has been received for the following parts of your child's student record:

The Massachusetts student record regulations, 603 C.M.R. 23.00 et seq., state that a school system must comply with the above request but that this notification must be given to you prior to release of the records. In the case of a subpoena, court order or request from a probation officer or the Department of Youth Services, you have the right to attempt to have the subpoena, court order or request stopped by a court.

The records will be released on \_\_\_\_\_. If you have any questions, you may contact \_\_\_\_\_ at \_\_\_\_\_.

Sincerely,