

To be translated into the student's home language
**NOTICE OF NON-CUSTODIAL PARENT REQUEST
FOR STUDENT RECORDS
VIA REGISTERED MAIL AND FIRST CLASS MAIL**

Date:

Dear Custodial Parent of _____:

This is to notify you that the _____ School has received a request from _____ on _____ for the following parts of your child's student record:

In accordance with Massachusetts State Law (M.G.L.c.71, §34H and 603 C.M.R. 23.00(5)), the school must comply with the above request after twenty-one (21) days unless you provide to the Principal by no later than _____ documentation of any court order which (i) denies the non-custodial parent legal custody based on threat to safety of the student or custodial parent; (ii) denies the non-custodial parent visitation or orders the non-custodial parent to supervised visitation; or (iii) restricts the non-custodial parents access to the student or the custodial parent either temporarily or permanently unless there is an order from the court specifically allowing access to the information contained in the student record.

The requested records will be released on _____ with the electronic and postal address and telephone number of the student and custodial parent deleted from the student records, unless the documentation indicated in the paragraph above has been received by the Principal. If you have any questions, you may contact _____ at _____.

Sincerely,