

**Sample Notice to the Custodial Parent
When Non-Custodial Parent Has Requested Student Records
Per General Laws Chapter 71, Section 34H**

NOTE: The statute requires schools to send notice to the custodial parent by certified mail, in both the primary language of the custodial parent and in English.

(Date)

BY CERTIFIED MAIL

(Name and address of custodial parent/guardian)

Dear (Name of custodial parent/guardian):

Pursuant to Massachusetts General Laws Chapter 71, Section 34H, a law regarding student records access for non-custodial parents, (insert name of non-custodial parent) has requested the student records of (insert name of child). This request was made on (insert date of non-custodial parent's request).

In compliance with Section 34H (c) and (d), I am providing you with written notice of this request.

The law requires the school to provide the non-custodial parent with the student record information after 21 days, unless before that date you provide me with a copy of any of the following documents.

1. A court order that prohibits the non-custodial parent from having contact with your child; or
2. A court order that prohibits the non-custodial parent from getting access to the student records; or
3. A temporary or permanent order issued to provide protection to you or to any child in your custody from abuse by the requesting parent, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to your child's student records.

Please contact my office if you have any questions. Thank you very much.

Sincerely,

(School Principal or Designee)

APPROVED: December 11, 2006

AMENDED: April 9, 2018