

RELEASE OF STUDENT INFORMATION

Occasionally, faculty and staff members have been asked by parents/guardians, their attorneys, and/or investigators or other professionals hired by parents/guardians, to complete affidavits, to provide written or oral statements or other documentation beyond normal school communication regarding the teacher's observations of a student's performance, well-being, etc., for use by those individuals outside of the school setting and/or within various legal proceedings.

The School Committee has adopted the following policy to govern the manner in which the district will respond to such requests:

1. No affidavits, written or oral statements, or documentation beyond normal school communication shall be issued directly to a parent/attorney/investigator or other non Granby Public School professionals without the prior approval of the Central Office Administration. This includes requests by parents/guardians to complete questionnaires or other forms asking for information regarding a student's performance. An attorney for the Granby Public Schools may be consulted by Central Office staff before responding to a request.
2. Granby Public Schools student records shall not be produced nor shall information be provided verbally in response to a subpoena or other request without obtaining a release from the student's parents/guardians or the student, if over 18 years old. Generally, if a subpoena is issued by a court or administrative agency, the school must comply with the subpoena unless otherwise ordered by the court or agreed upon by the parties. Prior to responding, however, all staff shall consult with the Principal, and/or a Central Officer Administrator. In the event that a release cannot be obtained, a letter will be sent to the parent/guardian or to the student if over 18 years old stating that a subpoena has been served for the student records and the date, time and place where the documents have been ordered to be delivered. The written notice shall also state that it is their obligation to file any objections to the introduction of the documents with the court or administrative organization.

Revised February 7, 2005

Adopted January 10, 2005

Granby Public Schools – 2004