



ANNUAL NOTICE OF STUDENT EDUCATION RECORDS AND INFORMATION RIGHTS

The Regional School Unit-24 Board of Directors approves the adoption of Section 6 of the policy only to uphold state law but does not condone the gathering of Social Security numbers from students.

The Family Educational Rights and Privacy Act ("FERPA") provides certain rights to parents and eligible students (18 years of age or older) with respect to the student's education records.

A. Inspection of Records:

Parents/eligible students may inspect and review the student's education records within 45 days of making a request. Such requests must be submitted to the Regional School Unit-24 (RSU) Building Administrator (BA) in writing and must identify the record(s) to be inspected. The BA will notify the parent/eligible student of the time and place where the record(s) may be inspected in the presence of school staff. Parents/eligible students may obtain copies of education records at a cost of \$0.10 per page.

B. Amendment of Records:

Parents/eligible students may ask the RSU to amend education records they believe to be inaccurate, misleading or in violation of the student's right to privacy. Such requests must be submitted to the BA in writing, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the BA decides not to amend the record as requested, the parent/eligible student will be notified of the decision, their right to request a hearing, and information about the hearing procedure.

C. Disclosure of Records:

RSU BAs must obtain a parent/eligible student's written consent prior to disclosure of personally identifiable information in education records except in circumstances as permitted by law or regulations as summarized below.

1. Directory Information:

The RSU Board (RSUB) designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the RSU, honors and awards received, and photographs and videos relating to school attendance and participation in school activities open to the public (except photographs and videos on the internet).

Parents/eligible students who do not want the RSU to disclose directory information must notify the Superintendent in writing in by September 15 within 30 days of enrollment, whichever is later.

2. Military Recruiters/Institutions of Higher Education:

Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the RSU must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent. Parents/eligible students who do not want the RSU to disclose this information must notify the Superintendent in writing by September 15th or within 30 days of enrollment, whichever is later.

3. RSU Officials with Legitimate Educational Interests:

Education records may be disclosed to RSU school officials with a “legitimate educational interest.” A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the RSU as an administrator, supervisor, instructor, or support staff member (including health and/or medical staff, law enforcement personnel); members of the RSUB; persons or companies with whom the RSU has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, or therapists); and volunteers who are under the direct control of the RSU with regard to education records.

4. Health or Safety Emergencies:

In accordance with federal regulations, the RSU may disclose education records in a health or safety emergency to any persons whose knowledge of the information is necessary to protect the health or safety of the student or other individuals without prior written consent.

5. Other School Units:

As required by Maine law, this RSU sends student education records to any school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained).

6. Social Security Numbers

Regional School Unit 24 is required by the Commissioner to collect and report student social security numbers as a way to provide school units with data about the long-term effectiveness of teaching and programs from early childhood through to college and the work force. Regional School Unit 24 will be asking parents to provide written consent to use their child's social security number for these purposes. Parents are not required to provide a social security number. If a parent does not provide a social security number for a student, the child will still be

enrolled in the school. Every student has a right to a public education, regardless of whether or not a social security number is provided. No child's social security number may be used for longitudinal data purposes without prior written parental consent. When a student turns 18 years of age, the written consent must be obtained from the student and the rights previously accorded to the parent are accorded to the student.

Additional Information:

In cases where the parents or the student elect not to provide a social security number, schools are advised to leave that field blank in Infinite Campus.

7. Other Entities/Individuals:

Education records may be disclosed to other entities and individuals only as specifically permitted by law. Parents/eligible students may obtain information about other exceptions to the written consent requirement by request to the Superintendent or building administrator.

D. Complaints Regarding School Department Compliance with FERPA:

Parents/eligible students who believe that the RSU has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Legal References: 20-A M.R.S.A. § 6001
 20-A M.R.S.A. § 5161(9)
 Title 5 § 19203-D
 Title 5 § 20047
 Title 22 § 1711-C
 Title 34-B § 1207

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