

STUDENT EDUCATIONAL RECORDS

It shall be the policy of MSAD #56 to provide for the confidentiality of all student education records that are maintained by MSAD #56 as required by Maine law and the federal Family Educational Rights and Privacy (FERPA).

MSAD #56 shall provide annual notification to the parents of students currently in attendance and to eligible students (18 years old or older) of their rights in relation to the student education records being maintained by MSAD #56.

MSAD #56 designates the following information about students as directory information: name, participation and grade level of students in recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, honors and awards received, and photographs and videos relating to school attendance and participation in school activities (except photographs and videos on the Internet). MSAD #56 may disclose directory information if it has provided notice to parents (and eligible students over 18) and has not received timely written notice refusing permission to designate such information as directory information.

Under federal law, military recruiters and institutions of higher education are entitled to receive the names, addresses, and telephone numbers of secondary students and MSAD #56 must comply with any such request, provided that parents have been notified of their right to request that information not be released without their prior written consent.

Under Maine Law, MSAD #56 shall not publish on the Internet any information that identifies a student, including but not limited to the student's full name, photograph, personal biography, e-mail address, home address, date of birth, social security number, and parents' names, without parental consent.

As required by Maine Law, MSAD #56 sends student education records to a 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).

The Superintendent is responsible for developing and implementing any administrative procedures and parent notices necessary to comply with the applicable laws and regulations concerning student education records and information. Notices shall be distributed annually to parents and eligible students concerning their rights under these laws and regulations. A copy of this policy shall be posted in each school.

LEGAL REFERENCES: 20 U.S.C. § 1232g; 34 C.F.R. Part 99;
 20 USC § 7908
 20-A.M.R.S.A. § 6001, 6001-B; Me. Dep't of Educ. Rules Chapters 101
 and 125

CROSS REFERENCES: JRA-E,-Annual Notice of Student Educational Records and Information
 Rights
 JRA-R. Student Educational Records and Information - Administrative
 Procedures

ADOPTED: June 14, 1993

REVISED: November 12, 2002
 March 9, 2004
 January 10, 2006