

## **Student Education Records and Information**

School Administrative District No. 3 shall comply with the Family Educational Rights and Privacy Act (FERPA) and all other federal and state laws and regulations concerning confidentiality and maintenance of student records and information.

The school district designates the following student information as directory information: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, and honors and awards received. The district may disclose directory information if it has provided notice to parents, eligible students over 18 and has not received timely written notice refusing permission to designate such information as directory information.

Military Recruiters/Higher Education Access to 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 the school district 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.

Information on the Internet: Under Maine law, the school district 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 written parental consent.

Transfer of Student Records: As required by Maine law, the school district 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).

Administrative Procedures and Notices: 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 U.S.C. § 7908  
20-A M.R.S.A. §§ 6001, 6001-B  
Maine Department of Education Rules, Chapters 101 and 125

Cross References: JRA-E Annual Notice of Student Education Records and Information Rights  
JRA-R Education Records and Information Administrative Procedure

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