

## STUDENT EDUCATION RECORDS AND INFORMATION

RSU #56 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 student information.

A. Directory Information

RSU 56 designates the following student information 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, and honors and awards received and photographs and videos of student participation in school activities open to the public (except photographs and videos on the internet). RSU 56 may disclose directory information if it has provided notice to parents/guardian (and eligible students 18 or older) and has not received written notice by September 15th or within 30 days of enrollment refusing permission to designate such information as directory information.

B. 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 RSU 56 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.

C. Information on the Internet

Under Maine law, RSU 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 parent’s names, without written parental consent. **RSU 56 will not publish social security numbers regardless of parental consent.**

D. Transfer of Student Records

As required by Maine law, RSU 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).

E. Designation of Law Enforcement Unit

School units may disclose student education records without parental consent to personnel of its law enforcement unit, provided that they have been designated as school officials with legitimate educational interests for the purpose of compliance with FERPA.

F. Health or Safety Emergencies

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

G. Administrative Procedures and Notices

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

Legal Reference: 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  
Ch. 101, 125 (Me. Dept. of Ed. Rules)

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

Adopted: July 11, 2017