

**Section J: Students**

**JRA-E Annual Notice of Student Education Records and Information Rights**

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 students education records.

**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 director in writing and must identify the record(s) to be inspected. The Director 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 ten cents (\$0.10) per page copied, plus postage.

**Amendment of Records**

Parents/eligible students may ask Region 8 to amend education records they believe are inaccurate, misleading or in violation of the student’s right to privacy. Such requests must be submitted to the Director in writing, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Director 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.

**Disclosure of Records**

Region 8 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**

Region 8 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, dates of attendance in the school, honors and awards received, and photographs and videos relating to student participation in school activities open to the public (except photographs and videos on the Internet). Parents/eligible students who do not want Region 8 to disclose directory information must notify the Director in writing by September 15<sup>th</sup> or within thirty (30) days of enrollment, whichever is later. This opt-out request will remain in effect unless and until it is rescinded.

**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 Region 8 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 Region 8 to disclose

this information must notify the Director in writing by September 15<sup>th</sup> or within thirty (30) days of enrollment, whichever is later.

**3. School Officials with Legitimate Educational Interests**

Education records may be disclosed to school officials with a “legitimate educational interest.” A school official has a legitimate educational interest if they need to review an education record in order to fulfill their professional responsibility. School officials include persons employed by Region 8 as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); members of the Region 8 Board; persons or companies with whom Region 8 has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, or therapists); and volunteers who are under the direct control of Region 8 with regard to education records.

**4. Health or Safety Emergencies**

In accordance with federal regulations, Region 8 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 individuals without prior written consent.

**5. Other School Units**

As required by Maine law, Region 8 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).

**6. Other Entities/Individuals**

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

**Complaints Regarding School Department Compliance with FERPA**

Parents/eligible students who believe that Region 8 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

First Reading: 6/24/09  
Adoption: 9/23/09  
Revised: \_\_\_\_\_  
Reviewed: 1/16/24