

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

## REGIONAL SCHOOL UNIT 1 ANNUAL NOTICE OF STUDENT EDUCATION RECORDS AND INFORMATION RIGHTS

The Family Educational Rights and Privacy Act (“FERPA”) affords parents/guardians and eligible students (18 years of age or older) certain rights with respect to the student’s education records. They are:

A. The right to inspect and review the student’s education records within 45 days of the day Regional School Unit 1 receives a request for access.

Parents/guardians/eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent/guardian/eligible student of the time and place where the record(s) may be inspected.

B. The right to request the amendment of the student’s education records that the parent/guardian or eligible student believes are inaccurate or misleading.

Parents/guardians or eligible students may ask Regional School Unit 1 to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If Regional School Unit 1 decides not to amend the record as requested by the parent/guardian or eligible student, Regional School Unit 1 will notify the parent/guardian or eligible student of the decision, and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

C. The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school unit as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school unit has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

Upon request, Regional School Unit 1 discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Regional School Unit 1 to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW  
Washington, DC 20202-4605

E. Regional School Unit 1 may make public at its discretion personally identifiable information from the education records of a student without parental consent if that information has been designated as directory information by the school. This school unit has designated the following information as directory information: the student's name, participation in officially recognized activities and sports, weight and height of athletes, and honors and awards received.

Such information will not be disclosed if the parent/guardian of the student informs the school unit in writing within 10 days of the first student day of the school year or within 10 days after enrollment that such information is not to be designated as directory information with respect to that student. Any such notice should be sent to the Superintendent of Schools at the following address:

Regional School Unit 1 34 Wing Farm Parkway Bath, ME 04530 F. Federal law permits military recruiters and institutions of higher learning to request and receive the names, addresses and telephone numbers of high school students upon request, unless the student's parent/guardian or eligible student notifies the school unit that they do not want such information released. Such information will not be disclosed if the student's parent/guardian or eligible student notifies the school unit, in writing, that such information should not be released without their written consent. Any such notice should be sent to:

Superintendent/Designee

Regional School Unit 1

1134 Wing Farm Parkway

11Bath, ME 04530

G. Under Maine law, Regional School Unit 1 shall not publish on the Internet without written parental consent any information whether directory or otherwise, 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'/guardians' names.

Regional School Unit 1 maintains a more extensive policy and procedure concerning education records. This policy and procedure can be obtained by contacting the Superintendent/designee.

Legal Reference: 20 U.S.C. § 7908 34 C.F.R. § 99.7 20-A M.R.S.A. § 6001

Adopted: September 26, 2011

Revised: January 27, 2025

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Revision #2

Created 7 April 2022 15:37:29 by Matt Frey-Davis

Updated 28 January 2025 16:40:42 by Kimberly Burgess