

TO: Administration, Teachers, Parents and Eligible Students

FROM: Superintendent Richard Lyons

DATE: August 15, 2022

Notification of Rights Under FERPA

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

- (1) The right to inspect the student's education records within 45 days of the school department receives a request for access. Parents or eligible students should submit to the school principal or superintendent a written request that identifies the record(s) they wish to inspect. The principal or superintendent will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. They should write the school principal or superintendent, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school department decides not to amend the record as requested by the parent or eligible student, the school department will notify the parent or 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 or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school department 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 department has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school department discloses education records without consent to officials of another school in which a student seeks or intends to enroll. Education records must be sent to any school administrative unit to which a student applies for transfer.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school department to comply with the requirements of FERPA. The office that administers FERPA is:

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

- (5) The school department has designated the following information about students as directory information:
 - a. Name
 - b. Participation in officially recognized activities and sports;
 - c. Height, weight, and grade of members of athletic teams;
 - d. Awards received; and
 - e. Photograph relating to school attendance and participation in school activities

- (6) Parents of students or eligible students have the right to refuse to let the school department designate any or all of the types of information about the student as directory information by notifying the school department in writing by July 1 for the upcoming school year or within 30 days after enrollment, whichever is later, with respect to information about the student for that and subsequent school years. Any such notice should be sent to Superintendent of Schools at PO Box 190 - Houlton, ME 04730. Absent such notice, the school department may disclose directory information about students