

ADOPTED: **April 4, 1991**
REVISED: **May 7, 1992**
REVIEWED: **June 17, 1993**
REVISED: **February 6, 2003**
REVISED: **August 24, 2010**

Student Educational Records

It shall be the policy of RSU/MSAD 54 to provide for the confidentiality of all student education records that are maintained by the school as required by Maine law and the federal Family Educational Rights and Privacy Act (FERPA).

RSU/MSAD 54 provides annual notification to the parents of students currently in attendance and to eligible students (18 years old or older) of their rights in relation to the student education records being maintained by the school unit.

RSU/MSAD 54 designates the following information about students as directory information: name, the student's participation in officially recognized activities and sports, height and weight of student athletes and grade level in school of students in extracurricular activities, dates of attendance in the school unit, and honors and awards received.

RSU/MSAD 54 may disclose directory information about students in attendance if it has given the notification required by FERPA to parents of the students and to eligible students and has not received timely written notice refusing permission to designate some or all of the types of information about a student as directory information.

RSU/MSAD 54 is required by the Commissioner to collect and report student social security numbers as a way to provide school units with data about the long-term effectiveness of teaching and programs from early childhood through to college and the work force. RSU/MSAD 54 will be asking parents to provide written consent to use their child's social security number for these purposes. Parents are not required to provide a social security number for a student. If a parent does not provide a social security number for a student, the child will still be enrolled in the school. Every student has a right to a public education, regardless of whether or not a social security number is provided. No child's social security number may be used for longitudinal data purposes without prior written parental consent. When a student turns 18 years of age, the written consent must be obtained from the student and the rights previously accorded to the parent are accorded to the student.

Under the "No Child Left Behind Act of 2001," military recruiters and institutions of higher education are entitled to receive the names, addresses, and telephone numbers of secondary students provided that RSU/MSAD 54 has notified parents of their right to request that no such information be released without their prior written consent. The school unit has a duty to comply with any such request.

Under Maine law, RSU/MSAD 54 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 parent's name.

The Superintendent, in consultation with other school administrators may develop and disseminate regulations for implementing this policy, and may from time to time amend those regulations as necessary.

A copy of this policy shall be posted in each school.

Legal Reference: 20 U.S.C. ' 1232g; 34 C.F.R. Part 99
"No Child Left Behind Act of 2001, § 9528
20-A M.R.S.A. ' 6001, 6001-B
Chap. 101, ' 15 (Maine Dept. of Ed. Rule)
Chap. 125, § 12.01 (Maine Dept. of Ed Rule)

Cross Reference: JRA-R – Student Educational Records Regulations

Adopted: _____