

## 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 student's education records.

A. 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 Executive Director in writing and must identify the record(s) to be inspected. The Executive Director will notify the parent/eligible student of the time and place where the record(s) may be inspected. Parents/eligible students may obtain copies of education records at a cost of 10 cents per page.

B. Amendment of Records

Parents/eligible students may ask CRCS 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 Executive Director in writing, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Executive 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.

C. Disclosure of Records

CRCS 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.

1. Directory Information

CRCS 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 and sports, height and weight of student athletes, dates of attendance in the school, and honors and awards received. Parents/eligible students who do not want CRCS to disclose directory information must notify the Executive Director in writing by September 15<sup>th</sup> or within thirty (30) days of enrollment, whichever is later.

2. 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 he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by CRCS as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); members of the Board of Education; persons or companies with whom CRCS has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, or therapists); and parents, students and volunteers serving on an official committee (such as a disciplinary or grievance committee) or assisting a school official in performing his/her professional responsibilities.

3. Other School Units

As required by Maine law, CRCS 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).

4. Health or Safety Emergencies

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

5. 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 Executive Director.

D. Complaints Regarding School Department Compliance with FERPA

Parents/eligible students who believe that CRCS 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

Adopted: 9/19/2012

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