

## **STUDENT EDUCATION RECORDS AND INFORMATION**

The Regional School Unit #26 shall comply with the Family Educational Rights and Privacy Act (“FERPA”) and all other federal and state laws and regulations concerning confidentiality and maintenance of student records and information.

### **A. DIRECTORY INFORMATION**

Regional School Unit #26 designates the following student information as directory information: name, participation and grade level of students in recognized activities and sports, height and weight of student athletes, grade level, class lists for elementary school, parent address, telephone listing, and email address of parents, photographs and videos of student participation in school activities open to the public (except photographs and videos on the Internet) dates of attendance in the school unit, and honors and awards received. RSU #26 may disclose directory information if it has provided notice to parents (and eligible students over 18) and has not received timely written notice refusing permission to designate such information as directory information.

### **B. COLLECTION OF STUDENT SOCIAL SECURITY NUMBERS**

Regional School Unit #26 is required by the Maine Commissioner of Education 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 #26 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. 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.

### **C. MILITARY RECRUITERS/HIGHER EDUCATION ACCESS TO INFORMATION**

Under federal law, military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and RSU #26 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.

### **D. HEALTH OR SAFETY EMERGENCIES**

In accordance with federal regulations, RSU #26 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 other individuals without prior written consent.

### **E. INFORMATION ON THE INTERNET**

Under Maine law, RSU #26 shall not publish on the Internet any information 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' names, without written parental consent.

#### **F. TRANSFER OF STUDENT RECORDS**

As required by Maine law, RSU #26 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).

#### **G. DESIGNATION OF LAW ENFORCEMENT UNIT**

The Board hereby designates the Orono School Resource Officer(s) as the Regional School Unit #26 law enforcement units and may share educational records with these designated agencies without written parent permission.

#### **H. ADMINISTRATIVE PROCEDURES AND NOTICES**

The Superintendent is responsible for developing and implementing any administrative procedures and parent notices necessary to comply with the applicable laws and regulations concerning student education records and information. Notices shall be distributed annually to parents and eligible students concerning their rights under these laws and regulations. A copy of this policy shall be posted in each school.

Legal References: 20 U.S.C. § 1232g; 34 C.F.R. Part 99, as amended  
20 U.S.C. § 7908

20-A M.R.S.A. §§ 6001, 6001-B

Maine Department of Education Rules, Chapters 101 and 125

Cross References: JRA-E: Annual Notice of Student Education Records and Information Rights

JRA-R: Student Education Records and Information

Administrative Procedure

ILD: Student Surveys and Marketing Information

EHB: Records Retention Policy

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