

Federal law and school committee policy require the school department to annually inform all parents and those students age 18 or over of certain rights relating to student records. The purpose of this letter is to comply with this annual notification requirement. Below you will find a copy of the school committee policy regarding notification of the rights under The Family Educational Rights and Privacy Act (FERPA).

NEPN/NSBA Code: JRA-E

### NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act ("FERPA") affords parents and students over 18 years of age ("eligible students") 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 the Biddeford School Department receives a request for access.

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

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

Parents or eligible students may ask the Biddeford School Department 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 the [school unit] decides not to amend the record as requested by the parent or eligible student, the Biddeford School Department will notify the parent 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 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 Committee; 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 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, the Biddeford School Department discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The Biddeford School Department 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. Directory information includes the student's name, participation in officially recognized activities and sports, weight and height of athletes, date of attendance at Biddeford schools, honors and awards received, and other information that would not generally be considered harmful or an invasion of privacy if disclosed.

Such information will not be disclosed if the parent of the student informs the school unit in writing by July 1 for the upcoming school year or within 30 days after enrollment, whichever is later, that such information is not to be designated as directory information with respect to that student.

- D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Biddeford School Department 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, S.W.  
Washington, DC 20202-4605

Adopted: April 27, 1999

BIDDEFORD SCHOOL DEPARTMENT