



Student Privacy Disclosure of Records

Maine Arts Academy receives funds from the federal government that must be used to provide support to students in academic need. This law also states that schools receiving funds are required to provide student names, addresses and phone numbers to military recruiters and colleges and universities.

Maine Arts Academy 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. The following information listed below will be released unless written parent refusal is sent to Maine Arts Academy, 11 Goldenrod Lane, Sidney, Maine 04330, Attention: Head of School.

- 1. Directory Information:** Maine Arts Academy 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 unit, honors and awards received, and photographs and videos relating to school attendance and participation in school activities (except photographs and videos on the Internet). **Parents/eligible students who do not want Maine Arts Academy to disclose directory information must notify the Head of School in writing by September 15th or within thirty (30) days of enrollment, whichever is later.**
- 2. Military Recruiters/Institutions of Higher Education:** Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and Maine Arts Academy 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. **Parents/eligible students who do not want Maine Arts Academy to disclose this information must notify the Head of School in writing by September 15th or within thirty (30) days of enrollment, whichever is later.**

3. 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 Maine Arts Academy 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 Maine Arts Academy have 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.

Complaints Regarding Maine Arts Academy Compliance with FERPA Parents/eligible students who believe that Maine Arts Academy have 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