



Annual Notice of Student Education Records & 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. Under FERPA parents and students have the following rights:

Inspection of Records

Maine Arts Academy must allow parents/eligible students to inspect and review the student’s education records within 45 days of making a request. The will notify the parent/eligible student of the time and place where the record(s) may be inspected.

Please contact the following staff person to request access to your child’s records:

Diane Manter, Office Manager
207-618-8908
dmanter@maineartsacademy.org

Amendment of Records

Parents/eligible students may ask Maine Arts Academy 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 Superintendent or Principal in writing, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the Superintendent or Principal 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.

Please contact the following staff person to request a change to your child’s record:

Heather King, Head of School
207-618-8908
hking@maineartsacademy.org

Complaints Regarding Maine Arts Academy 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