



NOTICE TO PARENTS & ELIGIBLE STUDENTS
Maine Central Institute
Burnham – Detroit – Pittsfield
The Family Educational Rights and Privacy Act (FERPA)
Student Education Records

It shall be the policy of MAINE CENTRAL INSTITUTE to provide for the confidentiality of all student education records that are maintained by MAINE CENTRAL INSTITUTE, as required by Maine law and the federal Family Education Rights and Privacy Act ("FERPA").

MAINE CENTRAL INSTITUTE shall provide annual notification to the parents of students currently in attendance and to eligible students (18 years old or older) of their rights in relation to the student education records being maintained by MAINE CENTRAL INSTITUTE.

Specifically, parents and eligible students have the right to:

- inspect and review student education records,
- seek amendment of the student's education record that the parent or eligible student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights,
- consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and §99.31 authorize disclosure without consent; and
- file with the Department a complaint under §99.63 and 99.64 concerning alleged failures by the educational agency or institute to comply with the requirements of the Act.

MAINE CENTRAL INSTITUTE designates the following information about students as directory information: name, the student's participation in officially recognized activities and sports, height and weight of student athletes and grade level in school of students in extra-curricular activities, date of attendance at MAINE CENTRAL INSTITUTE schools (inclusive of Maine Central Institute), honors and awards received, and photographs and videos relating to school attendance and participation in school activities (except photographs and videos on the internet).

MAINE CENTRAL INSTITUTE may disclose directory information about students in attendance if it has given the notification required by FERPA to parents of the students and to eligible students and has not received timely written notice refusing permission to designate some or all of the types of information about a student as directory 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 MAINE CENTRAL INSTITUTE 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.