



*Where Faith and Education Meet*

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**ST. THOMAS SCHOOL  
ANNUAL NOTICE OF STUDENT EDUCATION RECORDS AND INFORMATION RIGHTS  
2025-2026**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records.

**Inspection of Records**

Parents or eligible students may inspect and review the student's education records within 45 days of making a request. Such requests must be submitted to the principal in writing and must identify the record(s) to be inspected. The parent or eligible student will be notified of the time and place where the record(s) may be inspected.

**Amendment of Records**

Parents or eligible students may ask the school 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 principal in writing, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the principal decides not to amend the record as requested, the parent or eligible student will be notified of the decision, their right to request a hearing, and information about the hearing procedure.

**Disclosure of Records**

The school must obtain a parent or eligible student's written consent prior to disclosure of personally identifiable information in education records except in circumstances as permitted by law, which include the following:

- **Directory Information**

The school 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, honors and awards received, and photographs and videos relating to school attendance and participation. Parents or eligible students who do not want the school to disclose directory information must notify the principal in writing by September 15th or within thirty (30) days of enrollment, whichever is later.



- **School Officials with 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 the school, parish or diocese as an administrator, instructor, or support staff member (including health or medical staff); persons or companies contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, or therapists); and members serving on an official board or committee.

- **Other School Units**

As required by Maine law, the school 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).

- **Health or Safety Emergencies**

In accordance with federal regulations, the school may disclose education records without prior written consent in a health and safety emergency to any person whose knowledge or the information is necessary to protect the health or safety of the student or other individuals.

- **Other Entities/Individuals**

Education records may be disclosed to other entities and individuals as specifically permitted by law. Parents or eligible students may obtain information about other exceptions to the written consent requirement by request to the principal.

## **Complaints Regarding School Compliance with FERPA**

Parents or eligible students who believe that the school has 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