

# MECDHH/GBSD Student Information Form 2023-2024 School Year

Please notify MECDHH/GBSD immediately if any of your information changes during the school year. It is extremely important that our records are up-to-date so we can contact you in case of sickness or other needs.

Student's Name: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Full Middle Name (not initial – requirement of Dept. of Educ.): \_\_\_\_\_

Birth date: \_\_\_\_\_

Address: \_\_\_\_\_

Is the individual from one or more of the following races? (Circle at least one):

- American Indian or Alaska Native      Asian      Black or African American  
Hispanic/Latino      Native Hawaiian or Other Pacific Islander      White

Parent/Guardian Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Primary Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**\*\*How would you like us to contact you? \_\_\_\_\_**

Parent/Guardian Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**\*\*How would you like us to contact you? \_\_\_\_\_**

With whom does the student live? \_\_\_\_\_

If applicable, who has legal custody? \_\_\_\_\_

If applicable, please provide MECDHH/GBSD or the School with a copy of the court custody order. Thank you.

IN AN EMERGENCY, PLEASE CALL (when a parent cannot be contacted):

1<sup>st</sup> Preference: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_ Home P/ \_\_\_\_\_ Work P/ \_\_\_\_\_

2<sup>nd</sup> Preference: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_ Home P/ \_\_\_\_\_ Work P/ \_\_\_\_\_

**MECDHH/GBSD Email  
Permission Form  
2023-2024 School Year**

Student's Name: \_\_\_\_\_ Date Completed: \_\_\_\_\_

MECDHH/GBSD would like to email Parents/Guardians educational information about their students. By signing below, you confirm that you have read and understand the following:

Under FERPA and corresponding Maine Laws, student's educational records are protected from disclosure to third parties. (For additional information, see the FERPA Information page 7.)

I understand that by sending my student's education records via email that it may be accessible to someone other than myself and MECDHH/GBSD by virtue of the online environment. My signature below confirms my consent to allow my student's educational record to be emailed. I understand that by participating, information about my child will be emailed electronically. I understand that I may ask for my email to be removed from obtaining this information at any time.

\_\_\_\_\_ **YES**, I give permission for MECDHH/GBSD to email educational information about my child

\_\_\_\_\_ **NO**, I DO NOT give permission for MECDHH/GBSD to email educational information about my child, but please mail their information to:

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**Student Name (Please Print)**

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**Parent/Guardian Signature\*** \*The parties agree that the electronic signature of a party to this Agreement shall be as valid as an original signature of such party and shall be effective to bind such party to this Agreement.

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**Preferred Email Address (Please Print)**

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**MECDHH / GBSD  
Media Release Form  
2023-2024 School Year**

**Student's Name:** \_\_\_\_\_ **Date Completed:** \_\_\_\_\_

**Consent Information**

MECDHH/GBSD has permission to release my child's information in:

- a.) MECDHH/GBSD's website, Facebook page and Preschool Blog                      Yes \_\_\_\_ No \_\_\_\_
- b.) Yearbook, newsletters, etc.    Yes \_\_\_\_ No \_\_\_\_
- c.) Media including TV, newspapers, (sports, awards, special events,  
and general coverage)    Yes \_\_\_\_ No \_\_\_\_
- d.) Nationwide database for schools regarding assessment                              Yes \_\_\_\_ No \_\_\_\_

**Please** check which form of information MECDHH/GBSD has permission to share via the above opportunities:

\*Child's Full Name      \*Child's Sign Name      \*Child's Age      \*Child's Photograph

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Signature of Parent/Guardian\*

\*The parties agree that the electronic signature of a party to this Agreement shall be as valid as an original signature of such party and shall be effective to bind such party to this Agreement.

# Family Educational Rights and Privacy Act (FERPA)

Family Policy Compliance Office (FPCO) Home

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools **must** tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

*For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service. Or you may contact us at the following address: Family Policy Compliance Office, U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-8520.*