



STATE OF MAINE  
DEPARTMENT OF EDUCATION  
23 STATE HOUSE STATION  
AUGUSTA, ME 04333-0023

JANET T. MILLS  
GOVERNOR

PENDER MAKIN  
COMMISSIONER

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Dear Champions of Education,

The Department of Education wishes to notify school leaders and school personnel responsible for student records maintenance that you will be receiving a request for student records data for students in your SAU who are identified as migratory by the Maine Migrant Education Program (MEP).

The Migrant Education Program is a federally funded, state-administered program. As defined by the Every Student Succeeds Act (ESSA) of 2015, Title I, Part C, the purpose of the MEP is to meet the unique educational needs of migratory children and their families, to ensure academic access and success.

The Maine Department of Education (DOE) receives funding from the federal Office of Migrant Education to administer the Migrant Education Program for migratory students in Maine. To do so, the DOE contracts with the nonprofit organization Mano en Mano/Hand in Hand to identify and support migratory students. The staff from this agency, under DOE supervision, are authorized to request and obtain any educational information and/or data not limited to transcripts, assessment scores, and health-related requests such as immunizations, vision, and dental information.

The Family Educational Rights and Privacy Act (FERPA) allows records to be transferred from local education agencies to other agencies working in collaboration with the DOE to provide services for migratory students. To comply with the federal requirements to implement interstate and intrastate coordination under Title I, Part C of the Every Student Succeeds Act of 2015, the MEP has the authority under FERPA and the Code of Federal Regulations (CFR) 34 Section 99.31 to receive “personally identifiable information from an education record of a student without the consent required by section 99.30” ([34 CFR Section 99.31](#): Authority to request student records – [FERPA Exceptions](#)).

It is imperative that our SAUs comply with records requests from Mano en Mano/Hand in Hand following the required procedures under FERPA for record disclosures. Please share this letter with SAU or school personnel responsible for student records (e.g., office staff, school registrar, etc.).

For more information on how Maine addresses the needs of migratory families, please visit the MEP website at <https://www.maine.gov/doe/schools/safeschools/migrated> or Mano en Mano/Hand in Hand’s website at <https://www.manomaine.org/migrant-education>. Please contact [Matt Flaherty](#), DOE State Director for MEP at (207) 530-1807, or Mano en Mano / Hand in Hand Migrant Education Program Director, [Leslie Monroy](#) at (207) 598-8923 with questions or requests for training or support with your migratory students.