

Confidentiality Procedures

In Canute Public School, Hollie Pitzer, Special Education Teacher will be responsible for all confidential records of students with disabilities. These records will be kept in the special education classroom and will be secured in a locked area. All confidential records will be kept in a separate folder and not in the child's regular cumulative folder.

The following persons, who are responsible for educational services for students with disabilities, the parent/guardians, and eligible students over 18 years old, may have access to the records when they have a legitimate educational interest:

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| ➤ Special Education Teacher | - Registered Physical Therapists/ Physical Therapist Assistants |
| ➤ Regular Education Teacher | |
| ➤ Administrators & Designated Administrator Personnel | - Occupational Therapists/Certified OT Assistants |
| ➤ Counselors, including Vocational Rehabilitation | - School Psychologists & Psychometrists |
| ➤ Vocational/Technical Education Personnel | - Speech/Language Pathologists/Teachers |
| ➤ Parents/Guardians/Surrogate | - School Nurses |
| ➤ Student (if over 18 years old) | - Social Workers |
| ➤ Paraprofessionals/Teacher Assistants | - Student Teachers |
| ➤ Other Related Service Providers | |

Unauthorized persons must have written parental permission to access the confidential records. In each student's confidential folder of special education records, a form will be kept showing a record of who saw the records, on what date and the purpose.

Parents have the following rights to access these special education records relating to their children:

- The right to inspect and review any special education records collected, maintained or used by this agency.
- The right to a timely response, within 45 days, to requests concerning education records.
- The right to have records explained and interpreted after reasonable request.
- The right to request copies of information in the records, if failure to receive these copies would effectively prevent the parent from inspecting and reviewing the records, schools may charge a minimal fee for copies.
- The right to have the parent's representative inspect and review the records.
- The right to inspect and review records will be presumed, unless the authority has been altered by court order, State Statute, or other legally binding document relating to such matters as divorce, separation or custody.

Parents also have the right to request that records be amended if records are believed to be inaccurate, misleading, or in violation of the Family Educational Rights & Privacy Act (FERPA). Documentation of decisions and actions made in response to the parents' requests will be in a timely manner and will be maintained in the student's records. If the school decides not to amend the information as requested, parents shall be informed of their right to a FERPA hearing (34 CFR 99.22).

All Confidential records, except the information needed on transcripts, will be destroyed after five years and determined no longer needed. When the records are no longer needed, parent request to destroy the records will be honored. Parents will be notified 60 days before destruction and will be offered the opportunity to obtain the documents.

These confidentiality procedures will be posted around the school at strategic locations. Upon request, parents will be provided a copy of local policy for implementation of the Family Rights & Privacy Act(34 CFR Part 99) and requirements of 34 CFR 300.560-300.576.

Signature of Superintendent