

Candler County Board of Education
Program for Exceptional Children

CONFIDENTIALITY

The Family Educational Rights and Privacy Act of 1974 (PI-93-579) have several subparts that are listed below and are items we should keep in mind.

Student Rights – when a student attains age 18 he/she becomes an eligible student and all rights may be transferred from the parents to the student. (We must keep in mind age, type, and severity of handicap.)

Annual Notification of Rights – Parents or guardians should be notified at each meeting of their rights. If parents do not attend, a copy of the IEP and Parents' Rights will be mailed to the parent. Parents may also receive a copy of the rights at any time they request one.

Inspection and Review of Education Records – The parent or guardians have the right to inspect and review records. They may request explanation and interpretation from the education agency, and have the right to obtain copies for which a fee may be charged. The educational agency may presume either parent of the student has authority to review records unless there is evidence of a legally binding document, to the contrary.

Amendments – The parent/guardian may request information to be amended if they feel information in the records is inaccurate, misleading, or violates privacy rights of the student. The educational agency must amend the records within a reasonable amount of time or inform the parent if not amended and advise the parent of the right to a hearing.

Prior Consent for Disclosure Required – The educational agency shall obtain the written consent of the parent/guardian before disclosing personally identifiable information. The written consent must be signed and dated by parent and shall include: specification of records to be disclosed, purpose of disclosure, party to whom disclosure may be made. Parents of transfer students must be notified of requests to receive or send records.

**Please keep all information dealing with our students confidential.
See Memo below.**

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With technology advances creating new opportunities and methods for saving and transporting data, I would like to take this time to caution each of you and offer the following guidance and reminders.

1. No matter where you store confidential documents, either in filing cabinets, on computers, on discs, jump drives, or any yet to be named device, you are still responsible for the secure maintenance of student information.
2. Requirements for access to confidential student information continue to be defined under FERPA and it's regulations (34, CFR, Part 99).
3. Remember, access of unauthorized persons to identifiable information without the appropriate consent is forbidden.
4. Therefore, copying and/or pasting of confidential student information onto or into areas where public access is allowed due to lack of security (password protection) is prohibited.

Remember that as educators we are responsible for maintaining student confidentiality.