

## CONFIDENTIALITY OF STUDENT INFORMATION

All persons working with students with disabilities must be willing to ensure confidentiality is maintained on all student information. Please read the following explanation and sign the attached page before working in the special education setting.

**Question: What is meant by confidentiality?**

**Answer:** Confidentiality means the protection of personally identifiable information at all stages including the collection, use and maintenance of education records.

**Question: Does confidentiality apply only to written student records?**

**Answer:** No. Personally identifiable student information includes both written records and verbal information.

**Question: With who may volunteer share confidential student information?**

**Answer:** A volunteer may share confidential student information only with the special education teacher(s), principal, Assistant Director and Director of Special Education. If a family member of the student or friend of the student inquires as to the student's status, progress or problems, the volunteer should direct the person without further comment to the special education service provider. Confidential information whether perceived to be positive or negative, should never be shared by a volunteer with individuals other than those identified above.