

# Squires Elementary School

Lexington, Kentucky

Policy: 11.8

Policy Area: Confidentiality

## CONFIDENTIALITY CONSENT FOR CLASSROOM VISITATION

Fayette County Public Schools is required to protect all personally identifiable data, information and records collected, used or kept by the school district about a student. In an effort to ensure student privacy in compliance with the Family Education Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA), we ask that each classroom visitor read the following information and sign below indicating your understanding and willingness to comply with these measures to protect confidentiality.

- ❖ Confidentiality requirements also apply to discussions about a student and the student's record.
- ❖ Personally identifiable data or information includes:
  - Child or family names and address
  - Student social security or student number
  - Descriptions that would make it easy to identify the student
  - Anything else that would make it easy to identify the student
- ❖ An educational record (permanent record) is any of the following:
  - Anything the district collects, uses or maintains relating to individual students
  - Grades
  - Health information
  - Attendance reports
  - Work papers
  - School photos
  - Test results
- ❖ Parents and guardians may view their student's school records, but may not have access to any other student records while observing or volunteering in the school classrooms.

I have read the information listed above and understand that as a visitor to a Fayette County Public Schools classroom, I must agree to respect the privacy of each student present in the classroom and will not share or discuss any information regarding a student or student record.

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Visitor Signature

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Date

First Reading: 7/7/08

Adopted: 8/4/08