

Confidentiality

If after you have given permission and an evaluation has been completed, an education record with the written records will be maintained by the school district. These records are personally identifiable to your child. *Personally identifiable* information includes the child's name, parents or guardians, address, and a list of characteristics that would make the child's identity easily traceable.

The school district will gather information regarding your child's physical, mental, emotional health functioning through testing and assessment, observation, and through a review of records made available.

The school district protects the confidentiality of personally identifiable information by one school official being responsible for ensuring the confidentiality of records. This person keeps a record of any employee who may have access to the information. Only people with an educational interest should see their records. The school district will inform you when this information is no longer needed to provide educational services to your child and will destroy the information at the written request of the parent. General information such as name, address/phone, grades and attendance, grade level completed, may be maintained without time limitation.

As the parent, you have rights regarding the confidentiality of your child's records. You have the right to inspect and review any education records related to your child that are collected, maintained or used by the district. You have the right to an explanation and interpretation of the records. You also have the right to request the amendment of your child's education records that you believe are inaccurate or misleading, or violate the privacy or other rights of your child.

All parents are guaranteed the right to see their child's educational records within 45 calendar days upon requesting them. You are guaranteed this same right before any IEP meeting or before a due process meeting. Under the Family Educational Rights and Privacy Act (FERPA), records cannot be given to anyone outside the school system without your permission unless there is a legal reason for doing so.

For a complete report on the Pennsylvania guidelines, please click on the link below to download a copy of:

The Pennsylvania Parent Guide to Special Education for School Age Children

<http://www.pattan.net/category/Resources/PaTTAN%20Publications/Browse/Single/?id=4dc09560cd69f9ac7f9f0000>