

SDE Form 11

**STATE DEPARTMENT OF EDUCATION**  
 John M. Folke, State Superintendent of Public Instruction  
**CONFIDENTIALITY PROCEDURES**

In Commerce District I-18 (School)  
Jack E. Redden, Jr. (Name)  
Special Education Director (Position)

will be responsible for all confidential records of handicapped students.

These records will be kept in Alexander Elementary Office (Place)  
 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 school cumulative folder.

The following persons who are responsible for the handicapped student's education, the  
 parent/guardians, and the student if he is over 18 years old, may have access to the records:

Special Education Teacher  
 Regular Teacher  
 Administrators and designated Administrative Personnel  
 Counselors, including Vocational Rehabilitation  
 State Department of Education Personnel  
 Vocational-Technical Education Personnel  
 Parents/Guardians  
 Student (if over 18 years old)  
 Related Service Providers  
 Paraprofessionals  
 Student Teachers  
 School Nurses  
 Social Workers

Anyone not on this list must have written parental permission to access the confidential records.  
 Parents may request and receive copies of their child's records. This will be at a minimal cost.

In each student's folder of confidential records, a form will be kept showing a record of who saw the  
 records, on what date, and the purpose.

All confidential records, except the information needed on transcripts, will be destroyed upon  
 parental request or when their usefulness is over (but not sooner than five years). Parents will be  
 notified 60 days before destruction and will be offered the opportunity to obtain the documents.

Parents have a right to protest or challenge the accuracy of all records. Documentation of action  
 resulting from the protest should be kept in the student's file.

These confidentiality procedures will be posted around the school at strategic locations

  
 Signature of Superintendent