

GREENBURGH ELEVEN USFD

POLICY #4321.6

CONFIDENTIALITY OF RECORDS PERTAINING TO A STUDENT WITH A DISABILITY

1. The Board of Education recognizes the importance of ensuring the confidentiality of personally identifiable data and information or records pertaining to a student with a disability. In the interest of privacy, no portion of a student's record will be disclosed by any District employee or member of a CSE/CPSE (see Policy # 4321.3) to any person (other than the Parent of such student, as that term is defined in Policy # 4321), organization, or agency unless: the Parent or guardian of the child provides written consent; there is a valid court order for such information; or disclosure is allowed by law.

2. For purposes of this policy, personally identifiable data shall include, but not be limited to: (i) the name of the student, the student's Parent, or other family member; (ii) the address of the student; (iii) a personal identifier, such as the student's social security number; or (iv) a list of personal characteristics or other information that would make it possible to identify the student with reasonable certainty.

3. Principals shall restrict access to student records to those members of the professional and administrative staff with legitimate educational interests in such records and whose duties require such access. Further, principals and all administrative staff receive periodic instruction and training regarding the privacy rights of students and the confidential handling of student records.

4. Parents will be informed annually of their right of access to their child's records, and of the confidential nature of their child's records.

Legal References: 20 U.S.C. § 1232(g); 34 C.F.R. § 99.6; § 300.500; § 300.565; 8 NYCRR §§ 200.2(b)(6); 200.5(e).

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