

Confidentiality Procedures

- All student's records must be maintained in a secure location
- Contact the Exceptional Education Center when there is a request for special education records from other agencies including schools, DJJ, juvenile court, etc.
- Post the current authorization to access records form
- Share information about the student only with members of the IEP team.
- Case managers will assign team members.
- Ensure students' IEP records are maintained on the database with appropriate security and the rights granted appropriately to various team members.