

## CONFIDENTIALITY

(34 CFR 300.560- 300.577, 99.6, 99.20-99.22, 99.30-99.37, TEC 25.002)

The San Antonio School for Inquiry & Creativity maintains the confidentiality of all special education records and has developed procedures to implement confidentiality requirements consistent with federal regulations. Parents or adult students are advised of their rights pertaining to student records at least once annually.

- A. Parent access - The parent (or adult student) has access during school business hours to any education records pertaining to the identification, evaluation, and placement of their child only and the provision of FAPE to the child.
- B. Availability - Records will be made available to the parent (or adult student) without any unnecessary delay and before any meeting regarding an individual educational plan (IEP), or any hearing related to the placement of the student, or the provision of FAPE and in no case more than 45 days after a request has been made.
- C. Copies - Parents (or adult students) have the right to request copies of any documents in the student's records as well as the right to a response for any explanation or interpretation of the records. The parent (or adult student) may have a representative inspect or review records.
- D. Costs of copies - maintains the right to charge a fee for copies of records but not if it will prevent parent access to the copies. No fee will be charged to search or retrieve any information to which the parent (or adult student) has a right.
- E. Maintenance - Records are to be kept in a locked cabinet or room. Access to this room is monitored and recorded by the designee. A listing of individuals who have access to the student files is maintained in full public view. An access record is maintained in the cabinet or room which includes the name of any authorized party accessing the records and the purpose for which the party is authorized to access the records as well as the date access occurred.
- F. Consent - consent of the parent (or adult student) is needed before any confidential information is disclosed to anyone other than officials of participating agencies or is released to any participating agencies except

*(This list is kept in the locked cabinet in the room 24/7)*

when release of information without consent is permitted by the rules in FERPA.

- G. Amendment - The parent (or adult student) may request an amendment to any information in the education record. The San Antonio School for Inquiry & Creativity will reply in a reasonable time period with a refusal or amendment. If the parent (or adult student) still disagrees, a hearing may be requested and will be carried out in accordance with all state and federal regulations.
  
- H. Destruction of records - Parents (or adult students) are notified when confidential records are no longer necessary and can request destruction of the records, which will be carried out by the designee and in accordance with state and federal requirements. However, a permanent record of the student's name, address, phone number, grades, attendance, classes, and completion information may be maintained without time limitation.