

POLICIES & PROCEDURES

Confidentiality of Student Records

Woodruff Elementary School acts in accordance with the Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA) guidelines regarding the confidentiality of student records. Student records are updated and maintained by the child's classroom teacher and housed in the vault in the main office. Records include copies of documents and forms required for enrollment, registration forms, report cards, standardized test results, and any court documents. The vault is locked each evening. Access to files is limited to persons on a "need to know" basis. Those persons may include the school nurse, ESOL teacher, speech therapist, administrator, or guidance counselor. Health records are locked in a file in the Health Room. The school nurse maintains the key to these records. Special education files are locked in a file in the office of the school's special education liaison/guidance counselor. The Assessment Portfolios are maintained in the child's classroom for use by the classroom teacher. Working student files kept in classrooms are not accessible to students or classroom visitors. Woodruff Elementary School forwards student records upon request from the parent or the receiving school if the student has been withdrawn or has been absent for 10 consecutive days without contact.