

# CCCL Schools

## Annual Notice of Confidentiality of Student Records

*(Individuals with Disabilities Education Act — IDEA)*

### Annual Notice to Parents Regarding the Confidentiality of Personally Identifiable Information

CCCL Schools is committed to protecting the confidentiality of personally identifiable information collected, maintained, or used under the Individuals with Disabilities Education Act (IDEA). This notice is provided annually to inform parents of their rights and the procedures the school follows regarding the **storage, disclosure, retention, and destruction of student records**.

#### 1. What Information Is Protected

Personally identifiable information includes, but is not limited to:

- Student and parent names;
- Home addresses;
- Personal identifiers such as Social Security or student ID numbers;
- Any other information that would make it possible to identify a student with reasonable certainty.

#### 2. Storage of Records

Student records are stored securely in both physical and electronic formats:

- Paper records are kept in locked file cabinets in secure areas;
- Electronic records are stored in password-protected systems with access limited to authorized personnel;
- Access is restricted to individuals who have a legitimate educational interest.

### **3. Disclosure to Third Parties**

Personally identifiable information may not be disclosed without prior written parental consent, unless permitted or required by law.

Disclosure without consent may occur:

- To school officials with legitimate educational interests;
- To other schools where the student enrolls;
- For purposes of audit, evaluation, or compliance with legal requirements;
- As otherwise permitted under FERPA and IDEA regulations.

Parents have the right to inspect and review records of disclosures.

### **4. Parental Rights**

Parents have the right to:

- Inspect and review their child's education records;
- Request amendments to records they believe are inaccurate or misleading;
- Provide or withhold consent before records are disclosed, except where allowed by law;
- File a complaint if they believe the school is not complying with confidentiality requirements.

### **5. Retention of Records**

CCCL Schools retains special education records in accordance with state and federal requirements. Records are maintained only as long as necessary to provide educational services or to meet legal obligations.

### **6. Destruction of Records**

The office manager will be responsible for destroying the physical records five years after the fiscal year end that the student left. Parents have the right to request that records be destroyed. Permanent information (such as name, address, grades, attendance, and completion of school) may be maintained without time limitation.

## **7. Contact Information**

If you have questions about this notice or wish to review your child's records, request amendments, or provide consent for disclosure, please contact the principal at your child's campus.