Student Educational Assessment Records Confidentiality Agreement Form

Confidentiality of personally identifying information and educational records is of utmost importance to the Washoe County School District. Access to student educational records is limited to “legitimate educational interests” defined as interests that are essential to perform the function of one’s employment in the Washoe County School District (WCSD) or WCSD sponsored charter school. As part of your professional responsibilities within the WCSD or charter school organization, student educational records must be handled in a secure and confidential manner. Reporting personal information and educational data for individual students to anyone other than the student, the student’s guardian, or authorized school personnel is a violation of the privacy rights (FERPA) of the individual. Please treat all records and materials as confidential. By signing this form, you agree to adhere to these expectations.

The original signed form must be retained with the school’s test security documentation for three consecutive school years. (Do not forward copies to the District.)

****Electronically Signed Forms: By typing your name below, you are electronically certifying this document just as if you would physically sign it if it was on paper.*

_____ _____

Signature Date

_____

Name (type or print)

_____ _____

School/Work Location School Year