

## **CONFIDENTIALITY**

**20 USC 1412 (a) (8), 1417**

**56205 (a)**

### **POLICY**

It shall be the policy of the Sacramento County SELPA that the confidentiality of personally identifiable data information and records maintained by the LEA relating to children with disabilities and their parents and families shall be protected at collection, storage, disclosure, and destruction.

### **PROCEDURES**

California's Education Code conforms to the provisions of Public Law 93-380, the Family Education Rights and Privacy Act (FERPA) regarding parental access to, and the confidentiality of a child's records. California regulations define three categories of pupil's records:

- Mandatory permanent records kept in perpetuity (name, phone, grades, attendance, and transcripts).
- Mandatory interim records kept five years after leaving school that include special education and placement records.
- Permitted records may be disposed of after six months (disciplinary).

When personally identifiable pupil data is no longer needed, the local education agency notifies the parents and, if the parents so request, the data will be destroyed in a way that precludes access.

Parents are notified in writing, in so far as is practical in the home language, of their rights under federal and state laws and regulations. Parents are notified annually thereafter of these rights; which include:

- The types of records maintained
- The officials responsible for maintaining the records
- The location of the log of persons requesting information
- Who has a legitimate interest in these records
- Policies for expunging records
- Parent's rights to access records
- Procedures for challenging the content of a record
- Any fees for the reproduction of records
- What information may be released without parental permission
- The right to file a complaint related to confidentiality