

POLICY 5145.1

YOLO COUNTY SPECIAL EDUCATION LOCAL PLAN AREA (SELPA)

CONFIDENTIALITY

POLICY:

It is the responsibility of each member Local Education Agency (LEA) of the Yolo County SELPA that the confidentiality of personally identifiable information and records maintained by the LEA relating to students with disabilities and their families shall be protected pursuant to the Family Educational Rights and Privacy Act (FERPA).

Reference: EC 56205 (a), 56515 (a)
20 USC §1412 (a) (8)
20 USC § 1417

Superintendents' Council

Adopted: April 16, 2008
Second Reading: April 16, 2008
First Reading: February 20, 2008

PROCEDURE 5145.1

YOLO COUNTY SPECIAL EDUCATION LOCAL PLAN AREA (SELPA)

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PROCEDURES:

Each Local Education Agency (LEA) will develop local procedures to protect the identification, description, and security of student records, as well as timely access for authorized persons. These local procedures shall align with state and federal laws, which ensure parental rights to review, inspect, and copy student records, and shall protect the student and the student's family from invasion of privacy. Each LEA will develop local policies and procedures including, but not be limited to, the following:

1. Shall designate a certificated employee to serve as custodian of student records.
2. All special education student files shall have an access log requiring signature.
3. All special education student files shall be maintained in a locked secured location.
4. Notice to parents shall include:
 - access rights to records
 - fees for duplication
 - list of types and locations of information
 - amendment of records at parent's request
 - opportunity for hearing
 - consent for destruction of information
 - child's privacy rights

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