Statement of Confidentiality

It is of utmost importance to the Education Service Center, Region 20 (ESC-20) Head Start Program that each child file is kept confidential in a secure location at all times. There will be occasions when services for a child or family will require access to those files. In order to maintain a record of _individuals_ reviewing a child file, a disclosure log or signature page will be attached to the front of each file for signature. Campus administrators and ESC-20 Coordinators/Component Director are notified of any **legal** request to view a child file. Administrative approval from ISD and ESC-20 is required before access to child documentation is provided.

Individuals are defined by this organization as school or auditing officials with legitimate educational interests in the disclosed records. The Family Educational Rights and Privacy Act (FERPA) identifies the following individuals as having legitimate educational interests and does not require consent for disclosure:

A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or child serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

Consent for disclosure of information in regards to medical, physical, and emotional wellness is obtained from parents or guardians through written permission. If an individual not included in the above description requires access to the child file, written consent from the parent or guardian must be acquired. The ESC- 20 Head Start Program has utilized information regarding FERPA regulations (34 CFR Part 99) in order to design this _Statement of Confidentiality._