

Confidentiality:

Students' medical, personal and educational histories are confidential and are not to be discussed in the community or with non-members of the student's team unless a parental release has been signed. Caution should be used when collaborating with other professionals, presenting case studies, etc. that full names are not shared and that identifying characteristics specific to one individual are not used. Student charts should be kept in a secured file cabinet or locked space, so that others do not have access to confidential information. If specific student information is kept on a computer system, it should not be accessible to the general public.