



**Randy Fuller**  
Superintendent

## **CONFIDENTIALITY AGREEMENT**

Federal law guarantees privacy and confidentiality for special education students and their records. As a visitor/employee at any Shelby County School, you may under limited circumstances, have access to student education records and other student information while on campus. Student education records include all records, files, documents and other materials that contain personally identifiable information on any student. As a visitor/employee to Shelby County Schools, you agree to the following:

1. I will not discuss with others the identity of any student at any Shelby County School.
2. I will not discuss with others the content of any specific student records, nor will I disclose personally identifiable student information, or any other information regarding individual students.
3. I understand that questions about individual students or the content of confidential student records must be directed to the principal or program specialist.
4. I must report any breach or suspected breach in confidentiality, immediately upon my discovery, to the school principal or program specialist.
5. Communication regarding the observation(s) shared with parents must also be shared with the program specialist and special education teacher to insure two-way communication.
6. You, as the visitor/employee, are at the school only to interact with the student(s) you are designated to observe/support and no other student(s) in the classroom and /or building.

### **Board Members**

Aubrey Miller, President

Peg Hill, Vice President

Jimmy Bice

Jane Hampton

Kevin Morris

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School: \_\_\_\_\_ Principal: \_\_\_\_\_

Teacher: \_\_\_\_\_ Date(s) of Visit: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_