



## Access To And Disclosure Of Student Records

Sacred Heart School ensures confidentiality of information contained in student records and maintains privacy for students and their families in accordance with the requirements of PIPA. Disclosures may be made to parents/guardians regarding their children/students in accordance with PIPA, disclosures should not be made that would reveal private information about other students or individuals.

A student (capable of exercising PIPA rights) and parents/guardians of a student are permitted (unless restricted by a court order) to:

1. examine all student records kept by a school pertaining to that student, while accompanied by the principal or a person designated by the principal to interpret the records;
2. receive a copy of any student record.

Of Note: Independent schools may not withhold report cards from students and parents as leverage to collect tuition arrears or for other purposes. Under PIPA, students, parents or guardians have a right to view and receive copies of student records which include current and past report cards.

Of Note: Report writers and principals/designees screening reports should do so cognizant of generally accepted rights of parents/guardians or students to examine and receive copies of student records pertaining to the student.

In addition parents/guardians and students can have access to student records upon assurance of confidentiality to:

1. professionals who are planning for, or delivering education, health, social or other support services to that student (consent not required for record access);
2. School authority's insurer to defend any claim/potential claim (consent for record access required).

The above must ensure, in writing, by signing our Sacred Heart School's Consent for Release of Confidential Information form:

1. Maintain privacy of the student and the student's family with respect to matters disclosed in the record;
2. Not use or disclose the information in the student record except for the specific purposes for which the information is provided.

Disclosure of delivery of health services, social services, or other support services does not require prior parental consent.