

Confidentiality Practice

- Be proactive . . . become familiar with state laws and regulations and school district policies governing confidentiality and minors, before this information is needed.
- C Become familiar with laws and regulations governing confidentiality and minors as they pertain to different school personnel (that is, school counselors, school psychologists, and school nurses, school social workers).
- C Develop and use written guidelines for sharing confidential information with third parties.
- C Develop and use written consent forms for all parties involved with students when sharing confidential information.
- C Maintain written documentation indicating with whom confidential information has been shared.
- C When sharing confidential information, know what information can and cannot or should or should not be shared.

Confidentiality Practice (cont.)

- C Ask the following questions when deciding to share confidential information: "Why is it important that this information be shared?" "How will the student and the student's family benefit by a decision to share or not share information?" "Does sharing the confidential information outweigh maintaining confidentiality?" "What will be the effect on the student's learning?"
- C Seek direction on this issue in a wider context through professional development opportunities or in-service training for a school or school district.
- C Discuss limits of confidentiality with student and student's family at the onset of services.
- C When possible or appropriate, discuss breaches of confidentiality with the student and the student's family in a timely manner.
- C Become familiar with limits of confidentiality and "information sharing" as they pertain to IDEA.
- C When preparing social histories for students who receive special education services under IDEA, include a statement indicating that the information reported is confidential.