

TRANSFER AND RELEASE OF CONFIDENTIAL INFORMATION

It shall be the policy of the Amber-Pocasset Board of Education to comply with state and federal laws concerning the dissemination of confidential student information. Thus, no teacher shall reveal any information concerning any child obtained in his or her capacity as a teacher, except as may be required in the performance of his or her contractual duties. However, such information may be furnished to the child's parent or guardian upon request.

The Amber-Pocasset Board of Education expects principals to be prompt in furnishing transcripts and immunization records of student when requested to do so by school officials. However, the board reserves the right to withhold a student's transcript (including a grade or a record of a grade) or other school records of any student who fails to return a textbook or make payment for the textbook or who owes the school for any other item purchased but not paid for.

The board shall consider the inability of a student to pay for textbooks and other items and shall also consider reasons for nonreturn of a book or item. No child shall be prevented by this policy from actually receiving a grade to which he/she is entitled or graduating if other requirements are met.

Any records supplied to the school by the student shall not be subject to withholding.

When a school district to which a student has transferred requests records of that student, this district shall include in the records a copy of any discipline records for the student. Such action shall be in accordance with the annual notification requirements and provisions of the Family Educational Rights and Privacy Act of 1974.

It is the policy of the Amber-Pocasset Board of Education to adhere strictly to Oklahoma and Federal law concerning the transfer and release of confidential information including student records.

For the purposes of this policy, "confidential information" means any information regarding a child receiving services supported in whole or in part by state or federal funds, a family member of such child, or other persons residing in the home of such child, and which is required by state or federal law or regulation to be maintained in a confidential manner.

The school district will transfer and release confidential information in accordance with this policy to:

- (1) The Department of Human Services,
- (2) The Department of Mental Health and Substance Abuse Services,
- (3) The State Department of Health,
- (4) The State Department of Education,
- (5) The State Department of Career and Technology Education,
- (6) The Oklahoma Commission on Children and Youth,
- (7) The J.D. McCarty Center for Handicapped Children,
- (8) The Department of Corrections,

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- (9) Private agencies receiving public funds pursuant to a grant or contract with one of the agencies listed in (1) through (8) and providing institutional, community residential or community-based services as defined by Title 10, Section 7001-1.3 of the Oklahoma Statutes, to children and family,
- (10) Persons and agencies subject to the rules promulgated by the agencies listed in (1) through (8),
- (11) Statutorily-constituted juvenile bureaus, and
- (12) Other school districts upon their request and in compliance with state law.

Unless otherwise permitted by state or federal law or regulation, confidential information will only be released to the above-described entities pursuant to (1) a court order or (2) an informed consent that has been executed by (a) the parent or guardian of the child or other person authorized by state or federal law to execute such consent, if the subject of the confidential information is a child or (b) the individual who was the subject of the confidential information or other person authorized by law to execute such consent on his or her behalf, if the subject of the confidential information is an adult. A copy of the school district's informed consent form may be found at FLE-E.

The school district will follow the rules promulgated by the State Department of Education for authorizing access to and the transfer or release of confidential information for the purpose of gathering statistical information or conducting studies or research otherwise authorized by law.

The school district shall charge \$.10 per page for all copies made pursuant to this policy plus the actual cost of mailing the copies.

**REFERENCE: 10 O.S. §620.1, et seq.
10 O.S. §7001-1.3
70 O.S. §24-101.4**

THIS POLICY REQUIRED BY LAW.