

**Therapy & Learning Center**  
**CONFIDENTIALITY & PARENTAL ACCESS TO RECORDS**

TLC keeps an individual file for each child containing evaluations, service plans (IEP), related service(s) records, progress reports, notices, attendance and health records.

This file is kept in a records room in the school which is locked at all times. Each child's file is confidential and may only be viewed by authorized TLC personnel who collect or use information for the express purposes of facilitating the child/family's participation in the child's program. These providers may include teachers, social workers, nurses, psychologists, speech, occupational and physical therapists as well as designated administrative personnel.

Parents/legal guardians have a legal right to review and inspect their child's educational records at any time, unless the parent is otherwise prohibited such access under State or federal law. For children in the care and custody or custody and guardianship of the local social services district, the local commissioner of social services or designee shall be accorded access to the child's records. Where any part of the record contains information on more than one child, the parent shall only have the opportunity to review and inspect the portion of the record which pertains to their child.

Parents/legal guardians can inspect and review their child's educational file at any time at the school and may obtain a copy of the record within ten working days of the receipt of their request, and/or within five working days if their request is made as part of mediation or impartial hearing. Copies of their child's records will be provided at no charge for the first copy and at 25 cents per page for any additional copies of the record. Understandable explanations about and/or interpretations of the record upon the parent's request will be provided.

Parents/legal guardians are requested to adhere to the following procedure, when accessing their child's records:

1. Parents/legal guardians must contact their Education Supervisor at TLC to set up an appointment to review records.
2. The Education Supervisor or his/her designee, signs out the student file and logs in the date, name of student, and reason for file review in the file sign-out book, located in the locked records room.
3. The Education Supervisor or his/her designee, brings the student file to a private room for the parent and/or legal guardian to review, and remains in the room to answer any questions.
4. The Education Supervisor or his/her designee provides the parent and/or legal guardian with copies if requested.
5. The Education Supervisor or his/her designee returns the student file to the records room.

Date: \_\_\_/\_\_\_/\_\_\_

**Student's Name:** \_\_\_\_\_

**Parent/Guardian's Name:** \_\_\_\_\_

\_\_\_\_\_  
**Parent/Guardian signature**