

Shelton Volunteer Confidentiality Statement

Thank you for your willingness to share your talents and time with children!

As a volunteer assisting at Shelton Elementary, you have been authorized by the principal to act as a school official subject to the direction and control of the school's administrators and teachers. As a school official, you may under limited circumstances have access to student education records in connection with your authorized duties. Student education records include:

- All records w/ students' names
- Files w/ students' names
- Documents w/ students' names
- Other materials w/ students' names

All information regarding students, families, and staff is strictly confidential. Volunteers will also respect the confidential nature of any verbal or written communication received regarding staff, students, or families.

All volunteers are expected to practice discretion in any verbal communication by not discussing children, staff, or families in front of others.

By signing below, you agree to maintain the confidentiality of all student education records. This means that you agree not to disclose student education records or personally identifiable student information.

I understand and agree that failure to maintain confidentiality may disqualify me from further service as a Shelton volunteer.

Printed Name _____

Signature _____

Date _____

