



Child's Name \_\_\_\_\_

Date \_\_\_\_\_

## **ANNUAL NOTICE**

### **EDUCATIONAL RECORDS/CONFIDENTIALITY POLICY**

The educational file that is established for your child when the child enters early intervention is a confidential file. The following people have access to the confidential file, according by law: the administrator/supervisor(s) in charge of the file, all staff providing direct services to your child, secretaries who must access your child's file to perform assigned duties, and you. A non-custodial parent may have access to a child's educational record except when a court order preventing this access is on file.

You have the right to access, inspect, and review your child's file. If you believe that your child's record is inaccurate, misleading, or in violation of your child's privacy rights, you must make a written request to the Program Director to amend the record. Your child's educational record will be maintained for four years after the child has left early intervention. Prior to the record being destroyed, parents are notified so that they have the opportunity to receive the records. Directory information will be kept and may be maintained without time limitation.

Directory information includes: 1) the child's identifying data (name, address, date of birth, sex), and 2) the family's identifying data (names, addresses, telephone numbers, school district of residence). If you inform the Program Director, in writing within 30 days of receiving this notice, that any of these pieces of information are not to be listed as Directory information, the information will be removed.

Records will be released from your child's file without parent permission to individuals who have an educational need to know. Such individuals include AIU DART personnel, other early intervention programs or school district which child is transferring, and school district of residence if the child is retained in early intervention during his/her kindergarten year. Records will also be released from your child's file if you have enrolled your child in your School District and your child's early intervention IEP indicates that he/she will qualify for special education in school. If your child is no longer in need of early intervention services, your child's file will not be forwarded to the district. Records will also be released to comply with a judicial order or lawfully issued subpoena, to state and federal officials for the purpose of an audit, and to accrediting organizations to perform accrediting function. Personally identifiable information from the educational record may be disclosed in an emergency, such as a medical emergency, if the information is necessary to protect the health and safety of the child.

You may file a complaint with Pennsylvania Department of Education concerning alleged failures by the AIU DART Program to comply with the requirements.