

## Statement of Confidentiality Agreement

### Confidentiality of Student Records and Parental Rights:

State and Federal law prohibits sharing information about students to other parents, community members, or anyone other than MSOE school employees.

Student records may consist of, but are not limited to, attendance records, health and emergency information, assessments, developmental and academic progress reports, accident reports, and parental authorization for various school activities.

MSOE stresses the importance of protecting the rights and privacy of children, their families, and our teachers. The practice of maintaining the confidentiality of verbal information and written records is a basic policy of our school. This practice is in accord with one of the primary ethical principles of professional behavior in early childhood settings. For this reason, no staff member is ever permitted to share any records pertaining to a child with other parents, community members, or anyone other than MSOE school employees.

MSOE and its students' parents expect the highest level of discretion by staff, parents and children in regard to confidential information, files or personal data on the children. Conversations and behavior must reflect this level of discretion.

In addition, as a result of your employment at MSOE, you may acquire and have access to confidential information belonging to MSOE of a special and unique nature and value, relating to such matters as MSOE's financial information, data, records, reports, donor lists and legal matters.

As a condition of employment, MSOE asks that you agree that all such information is the exclusive property of MSOE and that you will not at any time divulge or disclose to anyone, except in the responsible exercise of your job, any such information whether or not it has been designated specifically as "confidential. "

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

Please sign and return this form to the Administrative Assistant