



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

TITLE: Confidential Student Information: Appropriate Use

NUMBER: REF-3518.0

ISSUER: Donnalyn Jaque-Antón, Associate Superintendent
Division of Special Education

DATE: January 29, 2007

ROUTING

All Locations
Local District Superintendents
Administrators of Instruction
Local District Directors
Support Unit Administrators
School Site Administrators
All Staff

PURPOSE: The purpose of this Reference Guide is to request that all District administrators review with all their staff Los Angeles Unified School District (LAUSD) policies regarding confidentiality of student information and records, as stated in BUL-2469.0: “Pupil Records: Access, Confidentiality, and Notice of Educational Rights,” and remind them of their responsibility to know and follow this policy.

MAJOR CHANGES: None

BACKGROUND: In light of a recent incident involving confidentiality of student information in which no District employee was implicated, we are taking this opportunity to reinforce the rules of privacy that must guide us in our use of information about students.

PROCEDURES: Administrators in schools and offices are requested to review with all certificated and classified staff District policies regarding confidentiality of student information and records. This policy is articulated in BUL-2469.0: “Pupil Records: Access, Confidentiality, and Notice of Educational Rights.” LAUSD employees are legally bound not to disclose confidential student information about LAUSD students to non-employees (other than to the parent or guardian) without the parent or guardian’s permission, except where there is a “need to know.” “Need to know” covers situations such as the District’s necessary communications with a private provider of special education services who has executed a non-disclosure agreement as part of a contract with LAUSD to serve LAUSD students.

Administrators are also requested to remind all staff of the responsibility to know and follow District policies regarding confidentiality.

RELATED RESOURCES: BUL-2469.0: “Pupil Records: Access, Confidentiality, and Notice of Educational Rights”

ASSISTANCE: For assistance or further information, please contact your Local District or Rochelle Montgomery in the Office of the General Counsel at (213) 241-6601.