

**1K5B:** Awareness of responsibilities in a manner consistent with the requirements of law, rules and regulations, and local district policies and procedures.

## **Confidentiality: Parental Access to Student Records**

For this activity, you will talk with a staff person in your workplace. You may talk to a teacher you work with closely on a daily basis, or another staff member that you might not know very well. Be sure to explain why you are interviewing them, and let them know the information they share is for your personal knowledge only.

***Person being interviewed:***

***Job title:***

***Interview date:***

***Interview time:***

**1. Where are student files kept?**

**2. Who can access these files?**

**3. What is the procedure for accessing files?**

**4. What happens to the files after a student graduates or moves out of district?**