



PORTSMOUTH SCHOOL DEPARTMENT VOLUNTEER CONFIDENTIALITY AGREEMENT

Remember that your work as a volunteer is confidential!

Federal law known as the **Family Educational Rights to Privacy Act of 1974** protects the student and his/her family from the sharing of “personally identifiable” student information. As a volunteer, you are likely to come in contact with confidential information protected under FERPA and general information that should remain private. Examples are listed below:

- Class lists, grades
- Medical conditions
- Attendance records
- Psychological exams
- Financial information
- Teachers notes
- Teacher/staff announcements

Please know that public discussion of individual students, teachers, staff, their actions, and their abilities is considered a breach of profession conduct.

Volunteers must be discreet and professional – sharing information outside of school – even apparently “positive” information – is a breach of confidentiality.

If a parent asks you a question about his/her child, please refer the parent to the teacher.

By signing this form below, you agree to adhere to the requirements of FERPA and to keep all student information confidential.

Printed Name of Volunteer

Date

Signature of Volunteer