



BOX ELDER SCHOOL DISTRICT

SCHOOL: _____

For School Year 2019-2020

Public Law 94-192, "The Education of the Handicapped Act", insures the confidentiality of all personally identifiable evaluation materials. Compliance requires that all such materials be kept in a locked file on which is listed those persons who have access to the information.

In accordance with these legal stipulations, access to these files is limited to the following Box Elder School District Personnel:

- Special Education Director – Bryce Day
- Special Education Secretary – Julie Hess
- Superintendent Box Elder School District – Steven E. Carlsen
- Personnel Director – Keith Mecham
- District School Psychologists - Dee Duncan, Jill Illum, Marietta Veeder, Desiree Clark,
- District Technical Assistants - Marietta Veeder, Karen Bird, Jill Illum, Tyson Richards & Jason Udy
- District Audiologist - Jerry Jones
- Augmentative Team – Teresa Cornwall, Jason Udy, Dee Duncan, Jeremy Hammond, Linda Bourn, Kimberly Bennett & Kathy Buck
- District OT- Linda Bourn & Steve Hansen
- File Clerk – Lorraine Newbold

School Principal: _____

Other School Personnel as listed below:

School Records Manager: _____

Title	Name
Title	Name
Title	Name

In addition to those listed, classroom teachers may have access to the files for the students enrolled in their classes.

Public Law 94-142 also assures that parents shall have access to all data concerning their children and thus may request access to the records of their children and copies of any information contained therein. Students over the age of 18 have the same right of access.

Requests for access from anyone other than the aforementioned persons must be accompanied by a Release of Information form signed by one or both parents, which is to be placed in the student’s file.

The Record of Access Log must be signed by anyone using these files other than authorized school personnel.