

Immanuel Lutheran Church and School Confidentiality Agreement

I affirm that:

Confidentiality is one of the cornerstones of professionalism and ethics in education. I have a responsibility to preserve the confidentiality of students, teachers, legal guardians, and school staff with whom I interact during my work as a staff member/substitute teacher/volunteer at Immanuel Lutheran Church and School. Information obtained through my role as a staff member/substitute teacher/volunteer may only be used for carrying out employment or volunteer responsibilities and may not be used, shared, or accessed without proper authorization.

Federal law protects such records under the Family Educational Rights and Privacy Act (FERPA). Maintaining confidentiality is critical to Immanuel Lutheran's obligation to comply with the law and to proper conduct of school matters.

No information about any student, teacher, administrator, or legal guardian obtained through my participation in the school as a staff member/substitute teacher or volunteer will be communicated to any other person or agency as mandated by law.

Upon my completion as a staff member/substitute teacher or volunteer at Immanuel Lutheran Church and School, I will maintain student and school confidentiality.

Printed name

Signature

Date

8/1/12