Mississippi Department of Human Services/Division of Youth Services

PERSONS HAVING ACCESS TO CONFIDENTIAL STUDENT FILES

This notice to be posted in vicinity of confidential student files.

<table>
<thead>
<tr>
<th>Name of Facility:</th>
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<tbody>
<tr>
<td>Address:</td>
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</tr>
<tr>
<td>Name of Principal or Designee:</td>
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<tr>
<td>Telephone:</td>
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</tbody>
</table>

The following persons have access to confidential student files:

Position

1. Principal or designee
2. Assistant Principal or designee
3. Special Education Coordinator
4. Special Education Case Manager
5. Classroom Teachers
6. Clerk
7. Instructor
8. Guidance Counselor

_________________________________________ (Name) _____________________________ (Position)

has been designated to be responsible for maintaining confidential student records in this facility.

_____________________________              _________________
Principal or designee                  Date

02/01/17                                 Special Education: Access to Confidential Educational Records

Policy XII.4.A

Mississippi Department of Human Services/Division of Youth Services