

**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.

Name of Facility:	
Address:	
Name of Principal or Designee:	
Telephone:	

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