

## **Lewistown School District**

### **STUDENTS**

3608

#### Receipt of Confidential Records

The District is eligible to receive the case records of the Department of Public Health and Human Services and its local affiliate, the county welfare department, the county attorney, and the court, concerning actions taken and all records concerning reports of child abuse and neglect. These records shall not be included in the student's permanent file and shall be kept confidential as required by law.

The following individuals are authorized by the trustees to receive information with respect to a student of the District who is a client of the Department:

1. Superintendent
2. Building Principal where student attends
3. School Counselor

When the District receives information pursuant to law, it is the responsibility of the authorized individual to prevent the unauthorized dissemination of that information.

Cross Reference: 3600 - 3600P Student Records

Legal Reference: 41-3-205, MCA Confidentiality - disclosure exceptions

#### Policy History:

Adopted on: June 28, 2004

Revised on: