

**ASSURANCE of CONFIDENTIALITY REGARDING  
PROVISION of SERVICES to CHILDREN WITH DISABILITIES**

Student IEP's will be distributed and remain confidential by adhering to the following procedures:

1. Student suspected of having a disability is referred to the CSE.
2. Written consent is received from parent/ guardian.
3. Comprehensive evaluation is conducted.
4. CSE determines eligibility. If eligible, at the time of classification, CSE Chairperson designates a Case Manager.
5. An IEP is developed for the student. The IEP will be finalized by the Special Education Office and sent to the Case Manager with a cover page labeled, **"IEP-Confidential Material."** Prior to implementation of the IEP, the Case Manager will inform each teacher, assistant and support staff and other provider of his/ her responsibility relating to the implementation of the IEP and accommodations, modifications and supports that must be provided in accordance with the IEP.
6. The Case Manager will distribute the IEP to the Regular Education Staff.
7. The CSE Chairperson will distribute the IEP to the Special Education Staff and Related Service Providers.
8. All IEP cover letters will be written by the Director of Special Programs. Cover letters will include the following statement, "I understand my responsibilities and obligations and agree to abide by the laws of confidentiality as established by the New York State Education Department regarding implementation and redistribution of this IEP." Cover letters will include a section for the service providers to sign. All service providers will be required to sign and return the signed memo to the Special Education Office.
9. The Special Education Office will stamp the memo, **"Received"** and will maintain the original in the Special Education Office and send a copy to the provider to maintain for his/her records.
10. This process will be an annual procedure for each individual special education student.