

DIOCESE OF ST. PETERSBURG  
Department of Catholic Formation and Education  
Office of Catholic Schools and Centers

CONSENT TO EXCHANGE CONFIDENTIAL INFORMATION

The Catholic schools and centers are confronted with requests for written or verbal information on a routine basis. These requests are often initiated by the following:

- Custodial parent(s)
- Current or former student (eighteen years of age or older)
- Legal guardian(s)
- Professionals or agencies chosen by the parent for evaluative purposes
- Academic institutions
- School administrators or their designee
- Officers of the court

No information regarding a current or former student may be exchanged with any non-school based party without a signed, written *Consent to Exchange Confidential Information* (form attached) except in situations of suspected abuse, neglect, exploitation, endangerment or medical emergency. This form must be signed by the parent/guardian of a student or the adult student him/herself.

Types of information exchanged may include the following:

- Transcripts
- Standardized test scores
- Attendance records
- Medical records
- Student Support Plans
- Pre-referral information
- Behavioral observations
- Social Security Income determination of disability
- Rating scales
- Letters of recommendation
- Disciplinary records

Any documentation not originated by the school or center should not be shared with any agency. The parent/guardian may provide his/her own copy or he/she should be referred to the originating source of the information to secure an official copy of such documents. (i.e., I.E.P, 504 Plan, psycho-educational evaluation, mental health report, domestic violence injunction and any legal documents)

If a school/center is initiating an exchange of information, the signed written Consent to Exchange Confidential Information form must be secured before any communication takes place.

If an outside party requests information from the school, the school must secure a signed original or faxed copy of that third party's consent to exchange information.

Those parties who are involved in processing a *Consent to Exchange Confidential Information* will respect the confidential nature of this communication. Therefore, it is strongly suggested that the documentation or

information should be exchanged by mail or delivered in person. Schools/centers are to refrain from faxing any documentation to protect this confidentiality.

Furthermore, any communication with an attorney or his/her representative is the sole responsibility of Diocesan legal counsel. Additional recommendations may be secured by contacting the Office of Catholic Schools and Centers who may then recommend that you contact Diocesan legal counsel.

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