



Confidentiality Agreement for Contractors and Volunteers

School Year 2017- 2018

Printed Name: _____

Check One: Independent Contractor Volunteer

Thank you for your work as an independent contractor or volunteer at Free Horizon Montessori (FHM). In addition to any required background or reference checks that may be required for your role and level of involvement with the school, FHM requires that contractors and volunteers who may use or come into contact with student records, information, and knowledge keep those records, information, or knowledge confidential. Confidentiality is required by the Family Education Rights and Privacy Act (FERPA) of 1974.

As an independent contractor or community volunteer assisting at Free Horizon Montessori, you have been authorized by the Principal to assist subject to the direction and control of the school's administrators and teachers. As such, you may under limited circumstances have access to student education records in connection with your authorized duties. Student education records include all records, files, documents and other materials that contain personally identifiable information on any student, as well as the personally identifiable information itself (including student grades).

By signing below, you agree to maintain the confidentiality of all student education records, information, and knowledge which you generate and to which you are given access as an authorized independent contractor or community volunteer. This means that you agree not to disclose student education records or personally identifiable student information in such records to any person other than the school administrator(s) and/or teacher(s) with whom you are working. Further, you also agree to keep staff information, records, or knowledge confidential. You understand and agree that your failure to maintain the confidentiality of all student education records to which you are given access may disqualify you from further service as an independent contractor and/or community volunteer in Free Horizon Montessori and Jeffco Public Schools.

If you have any questions about the disclosure of records, information, or knowledge, please refer them to the Principal.

Printed Name

Signature and Date

Approval:

Kresta S. M. Vuolo

Principal Name

Kresta Vuolo E Signature

Principal Signature and Date

Copies: One to contractor/volunteer and one to HR files