



Confidentiality Training for Volunteers

At HCPSS, we value our volunteers!



According to Federal Law, State Regulations, and HCPSS Policies

If you are working or volunteering in a school, you are responsible for maintaining the confidentiality of all private, sensitive, and personally identifiable information you may see or hear while volunteering.

Information you must keep confidential includes:

- **Students' academic information (grades, test scores, transcripts)**
- **Students' discipline or behavior (detentions, suspensions)**
- **Students' health (trips to the nurse, medications)**
- **Students' family information (parents' marital status, employment)**
- **Staffs' discussions and comments about students**
- **Any other information you hear or see about an individual student**

**By certifying your completion of this module,
you agree to keep confidential any and all private,
sensitive, and personally identifiable information you
may hear or see while volunteering in a
Howard County School.**

TO COMPLETE YOUR CONFIDENTIALITY TRAINING

- Download and print the Certification Form
- Sign and date the Certification Form
- Bring the Certification Form to your student's school when you register to be a volunteer
- Please print and complete a Certification Form for each school in which you have a student and want to volunteer