

ACCESSIBILITY OF PROGRAM RECORDS POLICY

- 1) The Program Record of a student enrolled in The Clear View School Day Treatment Center is accessible only to the parent or legal guardian of the student, authorized personnel of the student's local school district (education record only); persons employed by the Clear View School Day Treatment Center, including administrators/case supervisors; professional service providers contracted by the Clear View School Day Treatment Center to provide mandated services (OT and PT); personnel contracted by district to provide triennial evaluations; and to such other third parties as may be allowed access to all or part of the record by the student's parent or guardian (or, if over 18, by the student themselves). Information shared will be limited to that necessary to carry out their professional responsibilities with respect to the student. It should be noted that official representatives of the State Education Department and of the State Office of Mental Health and certain other third parties also have access to Program Records without parental permission for the purpose of verifying that The Clear View School Day Treatment Center is being operated in compliance with Federal and State law and the regulations of these two departments, or as specified in the Notice of Privacy Practices.
- 2) Any parent requesting access to the Program Record, or any portion thereof, should make a written request to the Executive Director.
- 3) While not mandatory, it is the recommendation of The Clear View School Day Treatment Center that all parents, when reviewing all or part of the Program Record for the first time, do so together with a member of the clinical staff for the purpose of immediately answering any questions that might occur in reference to the record. If the parent does not elect to follow the recommendation, a staff member will, in any event, be made available to meet with the parent at a mutually agreeable time to help in the interpretation of the record.
- 4) Any parent or eligible student may request amendment of a record that they feel is inaccurate or misleading. They should write to the Executive Director, clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading.
- 5) If there is a decision not to amend the record the Executive Director will notify the parent and advise them of their right to a hearing and provide information about the hearing process.
- 6) Copies of materials in the Education Record will be supplied to the parents upon request at a reasonable price. Should this charge for some reason make it effectively impossible for the parent to review the record, the charge will be adjusted on a case-by-case basis.
- 7) A request to review the Program Record will be handled as promptly as possible but in all cases the record will be made available to the parent within 15 days of the day it is requested or prior to meetings called to review the school performance of a particular student.
- 8) A working copy of the Program Record is maintained in the Records Office of The Clear View School Day Treatment Center. A list of professional personnel having access to student records is available on request.
- 9) The full Program Record is maintained in a digital format on The Clear View School Day Treatment Center's internal networks and cannot be accessed by unauthorized individuals.