### Recommended Guidelines for Protecting Confidential Student Health Information

**Guideline I**  
Distinguish student health information from other types of school records.

**Guideline II**  
Extend to school health records the same protections granted medical records by federal and state law.

**Guideline III**  
Establish uniform standards for collecting and recording student health information.

**Guideline IV**  
Establish district policies and standard procedures for protecting confidentiality during the creation, storage, transfer, and destruction of student health records.

**Guideline V**  
Require written, informed consent from the parent and, when appropriate, the student to release medical and psychiatric diagnoses to other school personnel.

**Guideline VI**  
Limit the disclosure of confidential health information within the school to information necessary to benefit students’ health or education.

**Guideline VII**  
Establish policies and standard procedures for requesting needed health information from outside sources and for releasing confidential health information, with parental consent, to outside agencies and individuals.

**Guideline VIII**  
Provide regular, periodic training for all new school staff, contracted service providers, substitute teachers, and school volunteers concerning the district’s policies and procedures for protecting confidentiality.