

*The Children's Center at UCP
9 Smith's Lane
Commack, New York 11725*

CONSENT AND CONFIDENTIALITY CONTRACT

I, _____, hereby consent for my child, _____, to receive services from the United Cerebral Palsy Association of Greater Suffolk's Children's Center.

I understand that personal information will be collected and maintained for the purpose of assisting with my child's service goals. Some information will be stored on a computer system. Non-identifying information may be used for statistical purposes to evaluate and improve service delivery.

All personally identifiable information will be store securely and will be subject to the protections of federal and state confidentiality regulations (HIPAA, FERPA). These protections are outlined on the next page. **No information will be released to another party without your express written consent.**

I understand that I have the right to revoke this consent at any time and that this consent will automatically expire upon my child's exit from the program.

I understand and agree to the above.

Parent/Guardian Signature

Date: _____

PRIVACY PROTECTION FOR STUDENT RECORDS UNDER THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Education Rights and Privacy Act (FERPA, Title 34:part 99) is the Federal regulation pertaining to the confidential handling of student information released to and stored by educational institutions/schools.

“Student records” are defines as, “those records, files, documents and other materials” that:

1) “contain information directly related to a student”

and

2) “are maintained by an educational agency or institution or by a person acting for such agency or institution”

Parents/guardians and students who are 18 years or older generally have the right to:

- 1) View/gain access to their education records (obtain copies) within 45 days of a written request
- 2) Seek to amend any information therein considered to be in error
- 3) Control how information in such records is disclosed to other institutions
- 4) Complain to the US Department of Education if these rights appear to have been violated

NOTE: Disclosure without consent is permitted to “school officials” with “legitimate educational interests”, for compliance with judicial orders and subpoenas; for audit and evaluation and for other legally mandated record keeping. **In the case of a judicial order or subpoena, the parent/guardian/student must be notified in advance of compliance.**