

Access and Disclosure

Consent to Exchange Information

The Uniform Consent to Exchange Information Form as issued by the Virginia Department of Education or Poquoson City Public Schools Consent for Release of Confidential Information Form shall be used for all interagency cooperation in providing services to students, particularly in the exchange of information about students.

Generally

1. Information shall be exchanged by the listed agencies only to the extent needed for the purpose indicated on the consent form as signed by the parent.
2. The parent may withdraw consent at any time by telling the referring agency. Agencies shall not share information after they know consent has been withdrawn,
3. Agencies listed on the consent form may accept a copy of the form as a valid consent to share information.
4. Agencies listed on the form shall keep a written record each time information is shared. This record shall include which information was shared with other agencies, when it was shared, who asked for and got information, and for what purpose.
5. The parent has the right to ask the listed agencies to review the record.
6. The listed agencies are not required to inform the parent each time they share information about the student.

Procedures for Using the Form Under Part H of the Individuals with Disabilities Act

1. For a student referred for services from local social and/or mental health service agencies, the temporary service coordinator shall obtain parental permission on the Uniform Consent to Exchange Information Form or Consent for Release of Confidential Information Form.
2. Instructions included on the form shall be explained to parents. The entire form shall be completed and parents shall be given a copy of the form.
3. A copy of Parental Rights shall be given to each parent. All parents shall sign the documentation sheet indicating that they received a copy of their Parental Rights.
4. The form shall be reviewed each time information is requested by another agency to ensure that only information for which the parent has signed a release is shared. Each agency request shall be filed in the student's education record with documentation of action taken.

Procedures for Using the Form By the Community Policy and Management Team, Family Assessment and Planning Team, and Interagency Prescription Team

1. For a student being referred to the York-Poquoson Family Assessment and Planning Team (FAPT), the referring agency shall obtain parental permission on the Uniform Consent to Exchange Information Form or Consent for Release of Confidential Information Form. Permission shall be obtained prior to referral to the FAPT Coordinator.

2. Instructions included on the form shall be explained to parents. The entire form shall be completed and parents shall be given a copy of the form.
3. The original form shall be maintained by the agency designated as case manager. Copies of the form may be maintained by each participating agency.
4. The form shall be reviewed each time the student's case comes before the Interagency FAPT to ensure that only information for which the parent has signed a release is shared and to ensure that the release has not expired. A record of the initial staffing and each follow-up shall be filed in the student's education record with documentation of action taken and agencies present.