

IEP CONFIDENTIALITY TIPS

- ❖ All IEPs should be kept in a locked file cabinet
- ❖ IEPs should be kept in the child's disability folder NOT educational folder
- ❖ An IEP is a confidential legal document and should only be viewed by the Disabilities Service Coordinator, the classroom teacher and paraprofessional working with the child
- ❖ A copy of the IEP can not be copied and given to anyone/agency without the written consent of the parent/legal guardian
- ❖ It is NOT the responsibility of the Head Start teacher to implement the goals of the IEP (accommodations and modifications are helpful for the Head Start staff)
- ❖ Staff should not share any child's disability or services the child receives

