

P4230 STUDENT MENTAL AND BEHAVIORAL SERVICES RECORDS

Student Mental and Behavioral Services Records

Student Mental and Behavioral Services (SMBS) records are reports, notes, diagnosis, and/ or appointments relating to a student who was referred to by school officials to receive mental or behavioral services as provided by state law or under a school corporation's memorandum of understanding with a mental or behavioral services provider and is receiving or has received mental or behavioral services and maintained by the school corporation. SMBS records are the property of the school corporation and are confidential medical records which are secured in a locked cabinet.

Custody and Protection of SMBS Records

Place SMBS Records are kept

SMBS records are to be maintained in separate student files only and shall not be filed or maintained in the student's permanent cumulative educational files.

Control of SMBS Records

SMBS records shall be maintained and secured in the office of the school official who is responsible for the referral process and parent conference under the school corporation's procedures for referral of students to mental or behavioral services due to demonstrated repeated patterns of aberrant or abnormal behavior.

Access to Education Records

SMBS records of a student shall not be shared with other school officials who are not maintaining SMBS records of the student.

Legal Reference: IC 20-34-3-21

Date Adopted: _____