

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name Confidentiality	
Procedure No. 8350-00-01	Eff. Date: 8/13/2007
Implements Board Policy (ies) <u>8350-Confidentiality</u>	Last Reviewed: <u>8/13/2007</u>

1. Background

<p>Describe relevant background to the implementation of the policy.</p> <p>State and Federal law requires that student education records be maintained as confidential.</p>
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2. Responsibilities

Title: Paul McDole, Director of Human Resources	
Address: 2651 Burnet Ave., Cincinnati, OH 45219	
Phone: 513-363-0149	Cell phone: 513-207-1945
Describe responsibilities:	
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3. Action Steps

<p>Describe the action steps relevant to the implementation of the policy.</p> <p>-</p>

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

5. Additional Information

Describe any additional information relevant to the implementation of the policy.