

Grace Christian School Confidentiality Policy

- All information directly relate to children, families, financial contracts, or other personal information is strictly confidential.
- Copies of financial contracts will only be released to the contracting party or parties unless a court order, subpoena, or written consent of the contacting party or parties are provided.
- Children's records and /or Cummm file are only accessible to contracting party or parties, persons with a court order, subpoena, or written consent of the contacting party or parties, Grace Lutheran Church, Grace Christian School, and Growing in Grace Preschool.
- Persons with legal custody may request to view child's records by requesting an appoint with the Principal.
- The contracting party or parties are responsible to report any changes in Contracting Parties.
- Persons with legal custody requesting copies of any forms must allow weeks to prepare the documents. There will also be a .25c charge per sheet.

I, _____ have been made aware of the confidentiality policy of Grace Christian School.

Date: _____