

Administrative Procedures
Annual Notice of Confidentiality Rights
Location of Records

TYPE OF RECORD	RECORD CUSTODIAN	ADDRESS	PHONE NUMBER
<u>ELIGIBILITY FOLDER:</u>			
GENERAL NOTICE RIGHTS	EDUCATIONAL DIAGNOSTICIAN	210 West Lucille Street(rear)	361-527-3203 EXT. 2173
SPECIFIC NOTICE	EDUCATIONAL DIAGNOSTICIAN	210 West Lucille Street(rear)	361-527-3203 EXT. 2173
ASSESSMENT REPORTS	EDUCATIONAL DIAGNOSTICIAN	210 West Lucille Street(rear)	361-527-3203 EXT. 2173
ARD REPORTS	EDUCATIONAL DIAGNOSTICIAN	210 West Lucille Street(rear)	361-527-3203 EXT. 2173
INDIVIDUAL EDUCATION PLAN	EDUCATIONAL DIAGNOSTICIAN	210 West Lucille Street(rear)	361-527-3203 EXT. 2173
HEBBRONVILLE HIGH SCHOOL			
<u>CUMULATIVE FOLDER</u>			
COURSE TRANSCRIPT	CAMPUS COUNSELOR	210 W. LONGHORN LANE	361-527-3203 EXT.2244
HEALTH RECORDS	SCHOOL NURSE	210 W. LONGHORN LANE	361-527-3203 EXT.2464
TEXTBOOK RECORDS	SECRETARY	210 W. LONGHORN LANE	361-527-3203 EXT.2200
STUDENT INFORMATION	CAMPUS PRINCIPAL	210 W. LONGHORN LANE	361-527-3203 EXT.2209
NORMATIVE TEST DATA	CAMPUS COUNSELOR	210 W. LONGHORN LANE	361-527-3203 EXT.2244
CRITERION TEST DATA	SP. ED. TEACHER	210 W. LONGHORN LANE	361-527-3203 EXT.2241, 2200

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GENERAL NOTICE RIGHTS	EDUCATIONAL DIAGNOSTICIAN	210 WEST LUCILLE STREET(rear)	361-527-3203 EXT. 2173
SPECIFIC NOTICE	EDUCATIONAL DIAGNOSTICIAN	210 WEST LUCILLE STREET(rear)	361-527-3203 EXT. 2173
ASSESSMENT REPORTS	EDUCATIONAL DIAGNOSTICIAN	210 WEST LUCILLE STREET(rear)	361-527-3203 EXT. 2173
ARD REPORTS	EDUCATIONAL DIAGNOSTICIAN	210 WEST LUCILLE STREET(rear)	361-527-3203 EXT. 2173
INDIVIDUAL EDUCATION PLAN	EDUCATIONAL DIAGNOSTICIAN	210 WEST LUCILLE STREET(rear)	361-527-3203 EXT. 2173
HEBBRONVILLE JUNIOR HIGH			
<u>CUMULATIVE FOLDER</u>			
COURSE TRANSCRIPT	CAMPUS COUNSELOR	910 N. WILHELMA ST.	361-527-3203 EXT. 2306
HEALTH RECORDS	SCHOOL NURSE	910 N. WILHELMA ST.	361-527-3203 EXT.2464
TEXTBOOK RECORDS	CAMPUS PRINCIPAL	910 N. WILHELMA ST.	361-527-3203 EXT.2303
STUDENT INFORMATION	CAMPUS PRINCIPAL	910 N. WILHELMA ST.	361-527-3203 EXT.2303
NORMATIVE TEST DATA	CAMPUS COUNSELOR	910 N. WILHELMA ST.	361-527-3203 EXT.2306
CRITERION TEST DATA	SP. ED. TEACHER	910 N. WILHELMA ST.	361-527-3203 EXT.2308

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SPECIFIC NOTICE	EDUCATIONAL DIAGNOSTICIAN	210 West Lucille Street(rear)	361-527-3203 EXT. 2173
ASSESSMENT REPORTS	EDUCATIONAL DIAGNOSTICIAN	210 West Lucille Street(rear)	361-527-3203 EXT. 2173
ARD REPORTS	EDUCATIONAL DIAGNOSTICIAN	210 West Lucille Street(rear)	361-527-3203 EXT. 2173
INDIVIDUAL EDUCATION PLAN	EDUCATIONAL DIAGNOSTICIAN	210 West Lucille Street(rear)	361-527-3203 EXT. 2173
HEBBRONVILLE ELEMENTARY			
<u>CUMULATIVE FOLDER</u>			
COURSE TRANSCRIPT	CAMPUS COUNSELOR	110 W. LUCILLE STREET	361-527-3203 EXT. 2462
HEALTH RECORDS	SCHOOL NURSE	110 W. LUCILLE STREET	361-527-3203 EXT.2464
TEXTBOOK RECORDS	ASST. CAMPUS PRINCIPAL	110 W. LUCILLE STREET	361-527-3203 EXT.2453
STUDENT INFORMATION	CAMPUS PRINCIPAL	110 W. LUCILLE STREET	361-527-3203 EXT.2452
NORMATIVE TEST DATA	CAMPUS COUNSELOR	110 W. LUCILLE STREET	361-527-3203 EXT.2462
CRITERION TEST DATA	SP. ED. TEACHER	110 W. LUCILLE STREET	361-527-3203 EXT.2460



ANNUAL NOTICE OF CONFIDENTIALITY RIGHTS

TO: Parents of Students
Adult Students
Individuals Residing in the Jim Hogg County Boundaries

From: John Eric Salinas, Director of Special Programs
Jim Hogg County Independent School District

Subject: Annual Notice of Confidentiality Rights

Date: July 31, 2017

The Jim Hogg County Independent School District maintains confidential information on students enrolled in school. Much of this information is maintained for a period of seven years from the date of last use.

Attached is a listing of the types of confidential information kept by the district, the location of each type of information, the custodian of the information, and the telephone number of each contact person.

Each parent and adult student has a right to file a complaint and to be granted a hearing on issues related to the content of confidential items or to the procedures for safeguarding such information.

If a parent or adult student wants to file a complaint or ask for a hearing on matters related to confidentiality items, contact any of the records custodians listed or the office of the superintendent of schools.

Parents and adult students have a right to review the complete policies and procedures for handling of confidential information. Copies of these policies and procedures are located in the campus office for each of the schools in the district. Copies are also located at the office of the superintendent of schools.



Administrative Procedures
Annual Notice of Confidentiality

The Jim Hogg County Independent School District shall give annual notice to parents of rights related to the confidentiality of information.

Annual notice of confidentiality rights shall be posted on the bulletin board of each campus in the district and the administrative offices.

Notice shall include the following information:

1. Confidential Information
 - a. Types of information maintained
 - b. Location of each type of information
 - c. Custodian of all confidential information
 - i. Physical address
 - ii. Telephone number
2. Information on procedures and contact person for requesting a hearing on matters related to confidentiality.
3. Location and custodian of comprehensive policies and procedures related to confidential information.