

SHAFFER ELEMENTARY CONFIDENTIALITY AGREEMENT

VOLUNTEER

As a Volunteer at Shaffer Elementary, you may have access to grades, records and personal information regarding a student, teacher, or staff member. Please keep information and impressions you have about students, staff, faculty or other volunteers to yourself. A misplaced comment can be devastating to a student, a family and the Volunteer Program. If you have any questions, please direct them to Shaffer Administration. Please remember that any information pertaining to any person in the school is strictly confidential and must remain that way.

I have read and understand that in my role as a Volunteer at Shaffer Elementary, I have an obligation to keep grades, records and personal information regarding a student, teacher, a family or staff member strictly confidential.

Volunteer Name (please print)_____

Volunteer Signature_____

Date_____