

Subject: Confidentiality of Free and Reduced Price Eligibility Information Policy

Effective Date: September 12, 2006

Approved By: Board of Directors

Policy: It is the policy that all applications and records related to eligibility for the free or reduced price meal program shall be confidential except as provided by law. (Education Code 49558)

In accordance with law, the Governing Board authorizes designated employees to use individual records pertaining to student eligibility for any free and reduced price meal program for the purpose of: (Education Code 49558)

1. Disaggregation of academic achievement data
2. Identification of students eligible for school choice and supplemental educational services if school is identified for program improvement

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 5125 - Student Records)

(cf. 6162.51 - Standardized Testing and Reporting Program)

(cf. 6171 - Title I Programs)

(cf. 6190 - Evaluation of the Instructional Program)

The Governing Board designates the following employees to use individual records pertaining pupil eligibility for participation in free or reduced price meal programs for the purpose of disaggregating academic achievement data or for the identification of students in the school's program improvement for school choice and supplemental educational services pursuant to 20 USC 6316:

1. Executive Director or Designee
2. Accountability Coordinator
3. Testing Coordinator
4. Office Manager

In using the records for such purposes, the following conditions shall be satisfied: (Education Code 49558)

1. No individual indicators of participation in the free or reduced price meal program shall be maintained in the permanent records of any student if not otherwise allowed by law.

(cf. 5125 - Student Records)

2. Information regarding individual student participation in the free or reduced price meal program shall not be publicly released.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

3. All other confidentiality provisions required by law shall be met.
4. Information collected regarding individual students certified to participate in the free or reduced price meal program shall be destroyed when no longer needed for its intended purpose.

Original Policy 09/12/06