

Purposes

- Ensure privacy of student and family by protecting against the release of personally identifiable information
 - Ensure compliance with FERPA, the IDEA, and Iowa Code
- I. Redact the following information
 - A. The student's name
 - B. The students' birth date and birth month
 - C. The names of the child's parents and relatives (siblings, etc.)
 - D. The school building the child attends
 - E. Name of the school district (if the school district has only one comprehensive school building serving the child's grade)
 - F. Names of the school district personnel that directly serve the child or the building that the child attends
 - G. Names of AEA personnel that directly serve the child or the building the child attends (speech-language professional, sector coordinator)
 - H. Names of all other school district personnel if the school district's name would be redacted under item I.E
 - I. Any other information about the child that reveals a special distinction or characteristic (e.g., very unique diagnosis or very unique constellation of needs)
 - J. Detailed references to juvenile court or child protection records
 - K. Anything that is vague or has unclear relevance to a breach of confidentiality or a release of personally identifiable information

 - II. Do not redact the following information
 - A. The student's AEA
 - B. The name of the administrative law judge
 - C. Names of counsel of record
 - D. Dates (except the child's month and date of birth)
 - E. The year of the child's birth
 - F. Reference to gender
 - G. The name of the school district (if the school district has more than one comprehensive school building serving the child's grade)
 - H. Names of school district personnel that do not serve the child or the building the child attends if the school district's name would not be redacted under item II.G (e.g., special education director, superintendent)
 - I. Names of AEA personnel that do not directly serve the child or the school building the child attends (e.g., special education director, chief administrator)
 - J. Names of independent service providers
 - K. General location of out-of-district and out-of-state placements