

January, 2013

Dear Volunteer,

We want to thank you for offering your time to assist us and our students.

In working with individual students and/or small groups of students we need to be sure that we are honoring every student's right to confidentiality. The progress that any one student is making and/or behavior that is displayed is confidential information and should not be shared outside the volunteer activity setting. It is the responsibility of educational staff to communicate such progress to parents and other appropriate staff members.

We greatly appreciate your understanding and adherence to this highly critical issue.

Once again, thank you for volunteering in our school.

Sincerely,

Principal

I have read the above letter and understand the importance of each student's right to confidentiality.

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Volunteer Signature

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Date