

Procedures for Disclosing Student Records under an Emergency Exception

Directions: In the event that a student is under a significant threat to his/her safety and student information is disclosed to people outside of the school system (EMT, Firemen, Law Enforcement, DFCS, etc.), the student information disclosure must be recorded in Infinite Campus.

**If school staff need assistance with determining a significant threat to a student's safety, contact Steve Honn or Todd Shirley.*

1. After the principal or principal designee determines that there is a significant threat to a student's safety, school staff may provide the person who can help the student with the minimum amount of student information from the school system SIS. Depending upon the situation, there are a variety of report options that one can print out of IC.
2. If the disclosure was related to a **medical issue**, the principal designated staff records the medical emergency, the student PII disclosed, who received the student PII, and the date/time of the PII disclosure in the Student Information < Health < General < Health Office Visits section under a New visit.

The screenshot shows the Infinite Campus interface for a student named Mickey T. The navigation path is: Student Information > Health > General > Health Office Visits. The 'Health Office Visits' link is circled in red. A table of visits is displayed below, with columns for Complete, Date, Complaint, Treatment, Medication Dose, and Comments. A red arrow points to the 'New' button above the table.

Complete	Date	Complaint	Treatment	Medication Dose	Comments
	10/28/2021 14:33...	Injury			While playing at...
	10/28/2021 09:45...	Nausea / Vomitin...			Student vomited ...
	10/28/2021 09:45...	Nausea / Vomitin...			Presents with vo...
	10/28/2021 09:45...	Nausea / Vomitin...			Student vomited ...
	10/28/2021 09:45...	Nausea / Vomitin...			Student reported...
	10/28/2021 13:15...	Attention Defici...		Ritalin	
	10/28/2021 14:18...	Injury			report of studen...
	10/28/2021 14:18...	Injury			Student falls an...
	10/28/2021 14:18...	Injury			Patient c/o pain...

The screenshot shows the 'Health Office Visit' form. The 'Recorded By' field is highlighted with a red arrow. The 'Visit Comments' text area is also highlighted with a red arrow. Other fields include Date, Time, Referred by, Discharge Time, Appointment, and Complaint(s).

- If the disclosure is **not medical (all other emergency disclosures)**, the principal designated staff records the emergency, the student PII disclosed, who received the student PII, and the date/time of the PII disclosure in the Student Information < Counseling < General < Contact Log under New. Record the Contact Type and other necessary information in the Details.

Year: 21-22 | School: North Forsyth High School

Index | Search | **Mouse, Mickey T** | Gifted | SE | Health Condition

Grade: 11 | #151268 | DOB: 08/05/2009 | Gender: M | Counselor: Mattie, Kenya

Summary | Team Members | Documents | **Contact Log** | Transcript | Sct

Person Summary Report | Print Mailing Label | Print Envelope

Person Information

PersonID: 383698

Name: Mouse, Mickey The

Gender: M

Nickname:

Race Ethnicity: W:White, not Hispanic

Federal Designation: 6:White

Race(s): White

Hispanic/Latino: N:No

Mouse, Mickey T | Gifted | SE | Health Condition

Grade: 11 | #151268 | DOB: 08/05/2009 | Gender: M | Counselor: Mattie, Kenya

Summary | Team Members | Documents | **Contact Log** | Tr

+ New | Print

Date/Time	Contact	Contact Type	Contact

Contact Log Detail

*Date: 12/07/2021 | *Time: 10:32 AM

Contacted By: Katherine Carpenter

Contact Type: [Dropdown]

Details: [Text Area]

Example Emergency Disclosure Statements:

Medical – Due to the student being unconscious on 12/1/21, 911 was called and the EMTs were provided a student contact information and school documented medical conditions.

DFCS – Due to a significant threat to the student’s safety, the school made a report to DFCS on 12/1/21.

Law Enforcement – Due to a concern related to suicidal ideation on 12/1/21, the FCS sheriff’s office was provided student home address and parent/guardian contact information.