

**Issaquah School District  
Monitoring Report: EL-2 Treatment of People**

**Administrator's Checklist:  
Management of Confidential Student/Staff Information**

School or Department: Cascade Ridge Elementary  
Administrator in Charge: Sheryl Belt  
School year: 2006-2007

I certify that the following safeguards are in place for confidential information related to staff / students under my supervision:

- Information is maintained in secure locations
- Information is accessed only by authorized persons performing official duties
- Information is appropriately transmitted to or made available for review by the individuals to whom it pertains, including parents with the right of access to student records
- Information is lawfully archived and destroyed
- When stored in electronic formats, information is password protected
- Staff/students under my supervision are not photographed without their permission
- Personally identifiable directory information on staff/students under my supervision is not published without the consent of the individual
- Representatives of the media and uninvited general public are not granted access to the ordinary, non-public activities of students / staff under my supervision

Sheryl L. Belt  
Signature

4-20-07  
Date