

Intradistrict Communication

DATE: June 5, 2025

TO: Principals
Assistant Principals

FROM: Michael Anderson, Associate Superintendent
Travis Hamblin, Director of Student Services
Stacey Worthen, Counselor Consultant
Fulvia Franco, Guidance Consultant
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SUBJECT: Ensuring Confidentiality in School Counseling, Psychology, and Clinical Support Staff

School counselors, school psychologists, and clinical support staff work to provide a safe environment for students to address emotional concerns, academic challenges, personal struggles, mental health concerns, and 504/IEP requirements. To effectively fulfill this role, the school counselor, school psychologist, and clinical support staff requires a dedicated, confidential, and private workspace that fosters open communication and protects student confidentiality.

Dedicated, confidential, and private workspaces:

- Comply with federal laws, including the Family Educational Rights and Privacy Act (FERPA), IDEA, and ADA (Section 504) mandating schools protect student privacy
- Supports awareness of ethical standards and legal mandates regarding student confidentiality
- Increase student trust and openness
- Improve counseling, mental health, and assessment effectiveness
- Provide a line of sight which helps protect students and staff from allegations of wrongdoing and impropriety while increasing safety and accountability

Workspaces must include the necessary equipment to ensure a continuation of work and confidentiality. Required workspace equipment must include (but is not limited to) the following:

<ul style="list-style-type: none">• A functional locking door• A window in the door or next to the door• Line of sight (entire office can be seen through the window)• Wired internet connection• Dedicated phone	<ul style="list-style-type: none">• Lockable file storage• Desk, computer, and chair• Table for test administration and group counseling (school psychologist)• Dedicated printer (school psychologist)
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The following websites provide more information about creating dedicated counseling/mental health spaces and best practices for student confidentiality:

- [The American School Counselor Association \(ASCA\)](#)
- [The Family Educational Rights and Privacy Act \(FERPA\)](#)

Ensuring dedicated, confidential, and private workspaces creates a stronger support system for students and staff through confidentiality. If you have any questions or concerns about this requirement, please reach out to Travis Hamblin, Director of Student Services, at travis.hamblin@jordandistrict.org or 801.567.8439.