

# Intradistrict Communication

DATE: May 16, 2024

TO: Principals  
Assistant Principals

FROM: Michael Anderson, Associate Superintendent  
Travis Hamblin, Director of Student Services  
Stacey Worthen, Counselor Consultant

SUBJECT: Ensuring Confidentiality in School Counseling

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School counselors provide a safe environment for students to address emotional concerns, academic challenges, and personal struggles. To effectively fulfill this role, school counselors require 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), mandating schools protect student privacy
- Supports awareness of school counselors' ethical standards and legal mandates regarding student confidentiality
- Increase student trust and openness
- Improve counseling effectiveness

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

- A wired internet connection
- A dedicated phone
- Lockable file storage

The following websites provide more information about creating dedicated counseling spaces and best practices for student confidentiality:

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

Ensuring a dedicated, confidential, and private counseling workspace 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 Stacey Worthen, Counselor Consultant, at (801)567-8309.