

# Keystone Learning Services

## Assignment Agreement for Special Education Volunteers

Date: \_\_\_\_\_ Volunteer: \_\_\_\_\_ Age: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Assignment Location: \_\_\_\_\_

Time Schedule for Working: \_\_\_\_\_

Description of duties Volunteer will perform: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

Projected beginning and ending dates for this assignment:

From \_\_\_\_\_ to \_\_\_\_\_

Health Certification on file \_\_\_\_\_ Yes \_\_\_\_\_ No

Parent Signature: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

Special Education Administration Signature: \_\_\_\_\_

## Adult Volunteers

At times, you may have parents who volunteer to provide you with assistance in your classroom. Parents should feel welcome to become more involved in the education of their children, but when volunteering in a special education room, confidentiality must be maintained. There are many ways in which a parent can help in your classroom while you maintain confidentiality. Be certain that student papers and records are put away, use only first names of students, and refrain from discussing student matters in front of a volunteer.

Parent volunteers and student teachers should read the attached "Confidentiality of Student Information". Be sure that the volunteer discusses this information with yourself, and the building principal, and ask them to sign the confidentiality agreement. Send the signed agreements to Carol Snyder.