



# Confidentiality Statement

Secondary School  
Visiting Committee Member

You have been selected to serve on a WCEA Visiting Committee. As such, you will be reviewing materials prepared by the Catholic secondary school. You will also be conducting interviews with the school's various constituencies (principal, teachers, students, pastor and parents), observing in classrooms, and reviewing sensitive materials (ie, budgets and personnel data, etc.) in order to verify what the school is saying about its spiritual and academic programs and services.

Visiting Committee members are in a position to learn a great deal about a school's strengths as well as its needs and to participate in a process to assist the school in identifying goals and action plans for improvement. This is integral to the process. Team members are reminded that there is a strict code of ethics with regard to the issue of confidentiality. As an educational professional, you are being asked to keep confidential the discussions, interviews, issues, information, and recommendations which are part of the Visiting Committee process.

Please read, date, and sign the statement below and return this statement to the Visiting Committee Chairperson.

---

I understand my responsibility to maintain confidentiality before, during and after the work of the Visiting Committee has been completed.

As a committee member, I fully understand that I should not discuss any aspects of the process with anyone other than the team members with whom I am working. I understand my responsibility to respect the rights of the school to retain its integrity at all times.

\_\_\_\_\_  
Visiting Committee Member (please print)

\_\_\_\_\_  
Visiting Committee Member Signature

\_\_\_\_\_  
Date

School Visited: \_\_\_\_\_  
WCEA School Code      School Name

Date(s) of Visit: \_\_\_\_\_