

Disability Resource Center Statement of Confidentiality

The Disability Resource Center (DRC) treats as confidential, any written and/or electronic information obtained to verify a disability, plan for appropriate services, or any information used to provide assistance to students registered with the Disability Resource Center.

Students who have a disability are not required to register with the DRC, but are encouraged to do so in order to receive academic accommodations. Due to the confidential nature of a student's disability, specific information cannot be released by DRC staff unless authorized to do so by the student.

All disability-related information including documentation, accommodation letters, correspondence, and consultations are considered confidential and will be managed in accordance with The Family Educational Rights and Privacy Act, (FERPA) regulations.

In addition to fulfilling legal obligations, maintaining a high standard of confidentiality also serves to maintain an environment in which students with disabilities feel respected, safe, supported, and protected.

The Disability Resource Center strives to respect the privacy of our students and DRC will advocate in favor of confidentiality whenever possible. Please read this carefully, as there are instances that may necessitate student documentation being released without consent. This includes electronic, paper, verbal, and any other types of communication.

The Disability Resource Center may release information to other University faculty and staff when a "need to know" is established. The need to know must be based on compelling and legitimate educational reasons for the information disclosure, and only under the strictest confidentiality protections. FERPA does not allow faculty access to disability related information. However, DRC may communicate to faculty, information that a student has a documented disability and a need for accommodations. Students who request DRC services/accommodations acknowledge that some level of disclosure to select faculty may be necessary to provide the requested accommodations.

Breaches of confidentiality are taken very seriously by DRC Staff. Unauthorized disclosures of student information may violate state privacy laws and may subject the university and the individual to liability.

Written authorizations to release confidential information to persons or entities outside of the University will be obtained from the student before any such information is released, including parents. On occasion, third parties such as courts of law, civil rights investigators, etc. may

legally order the Disability Resource Center to release information with or without a signed authorization from the student.

For each student served, DRC creates a paper file and keeps electronic information that contains internal and external documents. Documentation maintained in a student paper file or stored on internal DRC databases are confidential and used by DRC staff or authorized personnel only. The Disability Resource Center encourages students to obtain and keep copies of their documentation for future use. Students may receive copies of their files upon request.

All documentation included in a student's paper or electronic file is the property of the Disability Resource Center. All materials included in a student's paper file will be destroyed within five years after a student's last date of enrollment.

I acknowledge that I have read and understand the information provided to me as included in the Disability Resource Center Statement of Confidentiality.

Student Name (Printed)

Student Signature

Date

DRC Staff Member Signature

Date