

## **Confidentiality Guidelines**

Staff in the Disability Resources and Services (DRS) Office strive to treat all personal information with the strictest confidentiality. During the intake process the Coordinator and the student will discuss the Confidentiality Policy and what the student should expect.

Student information gathered for use in the Disability Resources and Services Office is considered education records under FERPA (Family Educational Rights & Privacy Act). DRS staff may release information to college faculty and staff on a “need to know” basis. The need to know must be based on compelling and legitimate educational reasons for the sharing of information. The DRS Coordinator will not routinely inform faculty and staff of the nature of an individual student’s disability. College policy requires that accommodations are provided once the DRS Coordinator has verified the existence of a disability and interacted with the student to identify reasonable accommodations. On occasion, college staff other than the DRS Office may require student information for completion of required reporting or for internal auditing and monitoring. Every attempt will be made to maintain confidentiality standards identified in this document.

Students are encouraged to obtain and keep copies of their documentation for future use. They may request this documentation be released to persons or entities outside of the College; however, written authorization to release confidential information will be obtained from the student before any such information is released. This includes releasing information to parents. Third party documentation sent directly to the DRS Office may, at the discretion of the DRS Coordinator, require written authorization from the third party before it can be released to the student or to another agency or postsecondary institution.

Physical files and documentation of a student’s disability may be destroyed following the College’s record retention policy.