



Student Accessibility Services Confidentiality Policy

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General Description

Policy Summary:

Student Accessibility Services believes it is important that student information be held confidential and shared only for educationally-purposeful and necessary situations. This policy outlines the regulations Student Accessibility Services follows to protect student information and the rationale for the reasonable release of student information.

Purpose:

The policy details Student Accessibility Service's compliance with the Family Educational Rights and Privacy Act .

Scope:

Students are covered by this policy.

Policy Content

- ① **Files of students with disabilities are considered educational student records and, therefore, are protected by the Family Educational Rights and Privacy Act (FERPA). In accordance with this law, Student Accessibility Services (SAS) maintains confidentiality of the documentation materials and other information gathered in the process of determining eligibility for services. SAS will not release any documentation without a student's informed, written consent, except as required by law or as deemed necessary to prevent harm to the student and/or others.**
- ② **On a legitimate, educational need-to-know basis, SAS may discuss the impact or impairments caused by the disability and the corresponding approved accommodations with appropriate individuals on campus. Circumstances may**

include academic accommodations, housing arrangements, instructional strategies, and resources or other circumstances specific to the individual. If the student's disability involves a condition with implications for his/her physical health or a condition which requires regular medication, the student will be encouraged to notify Health Services.

Terms & Definitions

Terms and Definitions:

Term:	Definition:
Family Educational Rights and Privacy Act (FERPA)	Federal law governing access to education information and records

Revision Management

Revision History Log:

Revision #:	Date:	Recorded By:
v1.0	7/31/2019 12:17 PM	Katharine Martin

Vice President Approval:

Enter Vice President(s) that are responsible for approving this document

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