

CONFIDENTIALITY STATEMENT

Disability documentation submitted to the Office of Disability Services (ODS) is considered confidential information and does not become part of a student's permanent record. Disability information is housed in a confidential file in the ODS. Students should retain a copy of their disability documentation for their personal records. Information related to a disability may be disclosed only with the permission of the student or as permitted by federal and state law. At the same time, however, a student's right to privacy must still be balanced against the institution's need to know the information in order to provide requested and recommended services, academic adjustments and accommodations. Therefore, in the interest of serving the needs of the student, the provision of services may involve the ODS disclosing disability information to appropriate School personnel who are participating in the accommodation process, including requests for academic adjustments. The amount of information that may be released is determined on a case-by-case basis. Disability related information will be treated in a confidential manner in accordance with federal and state regulations.