



Confidentiality and Release of Information

The Senior Assistant Dean of Student Accessibility & Support Services is committed to ensuring that all information and communication pertaining to a student's disability is maintained as confidential as required or permitted by law.

The following guidelines about the treatment of such information have been adopted by the Maytum Center for Student Success. These guidelines incorporate relevant state and federal regulations:

1. No one will have immediate access to student files in Student Accessibility & Support Service except appropriate staff of the Maytum Center for Student Success in which disability services is located. Any information regarding a disability is considered confidential and will be shared only with others within the college who have a legitimate educational interest.
2. This information is protected by the Family Educational Rights and Privacy Act (FERPA).
3. Sensitive information in disability services student files will not be released except in accordance with federal and state laws.
4. A student's file may be released pursuant to a court order or subpoena.
5. If a student wishes to have information about his/her disability shared with others outside the institution, the student must provide written authorization to the Senior Assistant Dean of Student Accessibility & Support Services to release the information. Before giving such authorization, the student should understand the purpose of the release and to whom the information is being released.
6. The student should also understand that there may be occasions when, within the college, the Senior Assistant Dean will share information regarding a student's disability at his/her discretion if circumstances necessitate such sharing and the Senior Assistant Dean has determined that there is an appropriate legitimate educational interest involved.
7. A student has the right to review his/her own file with reasonable notification.

I have been informed of the policy regarding confidentiality and the release of information from my disability file. I understand that information may be released from my file to be used in a confidential manner with appropriate college faculty and officials who have a legitimate educational interest while I am a student at Allegheny College.

Student Signature:

Date

Student Accessibility & Support Services Coordinator

Date