

CONFIDENTIALITY OF DISABILITY-RELATED RECORDS

Documentation provided by students to verify their eligibility for disabilities services and other disabilities-related information is protected by confidentiality regulations in the Family Rights and Educational Privacy Act (FERPA, in Section 504 of the Rehabilitation Act of 1973, and in the Americans with Disabilities Act (ADA). The protections in these laws are further defined at Seattle University by its Records Policy: Disclosure of Student Information and its Section 504/ADA Policy and Appeal Procedure. The following is a clarification of how those laws and policies will be implemented by Disabilities Services staff*:

1. Documentation will be kept in separate files, accessible only by Disabilities Services staff.
2. Information will be released to Seattle University employees on a need-to-know basis only.

Generally this means that if a student requests an accommodation, and the cooperation or support of a faculty or staff person is needed in order to fulfill the request, that person will be informed about the request and that the reason for the request is disability-related. In addition, in order to provide timely and effective assistance to students, the designated administrator of the student's school or college will be notified that the student has a disability.

If needed in order to work effectively with and/or make appropriate decisions regarding the student, the faculty or staff person may also be informed of the impacts of the disability that create the need for the accommodation. In rare instances, when the faculty or staff person has a valid need to know, the type of disability will also be identified.

Specific information from the student's documentation (test scores, etc.), and the documentation itself, will be released only under the following conditions:

- to person(s) who have specific, written permission from the student;
 - to person(s) hearing an appeal or grievance, when a review of the documentation is essential to that process; or
 - to person(s) with power to intervene when knowledge of the information is necessary to protect the health or safety of the student or other individuals.
3. Information about any student, other than directory information as defined in the Records Policy, will be released or exchanged with persons who are not employees of Seattle University only as follows:
 - to person(s) who have specific, written permission from the student;
 - to person(s) with power to intervene when knowledge of the information is necessary to protect the health or safety of the student or other individuals; or
 - as required by a subpoena issued by a court.
 4. In order to review his or her own file, a student must complete a *Student Request to Inspect and Review Educational Records* form. The form will be placed in the student's file to create a record of the student's review.
 5. In order to obtain copies of pages in his or her own file, the student must complete a *Student Request to Obtain Copies of Educational Records* form. The form will be placed in the file to create a record of the student's request. Students may not remove their original files from Disabilities Services.

* Practices at the Seattle University Law School may differ. Please contact the Law School directly for the policies and procedures.