

Confidentiality Agreement

The Office of Disability Services for Students (DSS) is responsible for receiving and maintaining the disability-related documentation and information for students with disabilities at Centenary College. The documentation and information may include test data; psychological, psycho-educational, or neuropsychological evaluations; grades; transcripts; biographical history; case notes; and any other disability-related information necessary to document and provide accommodations to students with disabilities. Disability-related documentation is treated confidentially and will not be released to anyone outside the accommodation process or to direct support services offices with the following exceptions: (a) the student gives the DSS Office a signed release to share disability-related information with the person(s) named on the release; (b) the DSS Office will release disability-related information as required and/or permitted by the law and/or a court order; (c) the student threatens to harm himself or herself or others, or is suspected of abuse of a child or incapacitated adult.

Students with disabilities have a right to review their file. A student who wishes to review his or her file must schedule an appointment with the Director of the Counseling and Disability Services. Students will not be provided copies of disability-related documentation in their files. Disability-related documentation is defined as any documentation provided to substantiate the student's disability status and need for accommodations (e.g., psychological, psycho-educational, neuropsychological or medical evaluations; letters or other information from physicians; or medical records). Students may request and receive copies of disability, case notes, Academic Accommodations Agreements, and other documentation. The DSS Office will retain a copy of all information within a student's file.

Only the staff of Counseling and Disability Services has direct access to student files. All disability-related information obtained from the documentation of student's disability will be treated as medical documentation and will be kept confidential. When a student with a disability requests accommodations, he or she understands that some disability-related information may be provided on a need-to-know basis to college faculty and staff to help ensure that the student will receive appropriate accommodations. *[Specifically, the instructors of classes in which the student is requesting accommodations will receive disability-related information necessary to provide appropriate accommodations.] If a student makes a disability-related grievance or appeal (in writing), the student understands that he or she is also giving permission to the DSS Office to release necessary disability-related information to the appropriate appeals person(s).* Otherwise, college faculty and staff do not have access to information regarding a student's disability. College faculty and staff need to know only what accommodations are necessary or appropriate to meet the student's disability-related needs and that the student has been through the disability documentation review process at Centenary College.

I have read the Confidentiality Statement. I understand and agree to the confidentiality of my disability documentation and information as discussed above. I understand I can speak further with the Director of Counseling and Disability Services if I have any questions.

(Printed Name of Student)

(Signature of Student)

(Today's Date)