

Guidelines for Maintaining Confidentiality of Students with Disabilities

Any information related to a student with a disability, including documentation, accommodation letters, correspondence, grades, consultations and etc., is protected by the Family Educational Rights and Privacy Act (FERPA). Information contained in student files will not be released except in accordance with federal and state laws. The following are guidelines that are recommended to follow to ensure that confidentiality is maintained at all times:

- Information that a student shares with you should only be used for the purpose of reasonably arranging accommodations.
- Please securely dispose of any student disability information at the end of each semester.
- Do not leave student files and/or information related to their disability openly displayed on your computer, on your desk, or in any other fashion.
- Avoid talking about a student's disability and/or accommodations in public spaces and with other personnel who do not qualify as having a legitimate educational interest.
- Do not assume that students registered with DS are aware of other students with disabilities. Always communicate separately, or in a confidential manner, when communicating with multiple students. For example, send separate emails or BCC the students.
- Do not inform, or make it obvious to, other students in the class that a student has a disability or accommodations.
- If a student voluntarily discloses the nature of their disability to you, even if it is obvious, do not disclose it to others.
- If you are needing to verbally discuss a student's accommodations with the student, be sure to always do so in private.
- It is not appropriate to ask a student for specific information about their disability. An accommodation letter is all that is needed to justify their need for accommodations.

If there are any questions, issues, or concerns regarding the confidentiality of students with disabilities, please contact UE Disability Services at 812-488-2663.