

### Confidentiality of Information Form

The office of Disability Support Services (DSS) 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. Any information collected by the office is used for the benefit of the individual. This may include psycho-educational testing, grades, biographical history, disability information, and case notes. The following are DSS guidelines regarding confidentiality and the release of information from a student's file:

- No one will have immediate access to student files except DSS staff with appropriate training and/or expertise. Any information regarding a disability is considered confidential and will be shared only with others within the university who have a legitimate educational interest.
- In order to facilitate a student's accommodation request or coordinate services, information will be shared with university faculty and staff on a need-to-know basis only. For example, University faculty and staff generally do not have a right or a need to access diagnostic or other information regarding a student's disability. They may, however, need to know what accommodations are necessary and appropriate to meet the student's disability-related needs.
- Information in student files in DSS is protected by the Family Educational Rights and Privacy Act (FERPA). For more information about FERPA see: <http://www.shu.edu/offices/policies-procedures/registrar-access-and-privacy.cfm>.
- Sensitive information in DSS student files will not be released except in accordance with federal and state laws, which require release if a student (a) states he/she intends to harm him/herself or another person(s), or (b) reports or describes any physical, neglect, or sexual abuse of an individual under 18 years of age.
- A student's file may be released pursuant to a court order or subpoena.
- If a student wishes to have information about his/her disability shared with others outside the University, the student must provide written authorization to the DSS Director 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.
- A student has the right to review his/her own DSS file with written notification in accordance with the provisions outlined in FERPA.

*I have been informed of the policy regarding confidentiality and the release of information from my DSS file. I understand that DSS may release information from my file to be used in a confidential manner with appropriate University faculty and officials who have a legitimate educational interest while I am a student at Seton Hall University.*

Name (print): \_\_\_\_\_

ID#: \_\_\_\_\_

Student Signature \_\_\_\_\_

Date: \_\_\_\_\_