

Guide to Confidentiality for Faculty

All disability-related information including documentation, accommodation letters, correspondence, and consultations are considered confidential and will be managed in accordance with The Family Educational Rights and Privacy Act (FERPA) regulations - <https://bit.ly/2kw9CCn>

In addition to fulfilling legal obligations, maintaining a high standard of confidentiality also serves to maintain an environment in which students with disabilities feel respected, safe, supported, and protected.

Unauthorized disclosures of student information must be documented and can result in the college being in non-compliance with federal regulations. Additionally, such disclosures may violate state privacy laws and may subject the university and the individual to liability.

All information that a student shares with a faculty member is to be used specifically for arranging reasonable accommodations for the course of study.

Confidential Memos

- No student can legally receive accommodations for a disability unless it has been verified by a legally recognized professional in the area of the disability. Here at Moorpark College, ACCESS analyzes, processes, and keeps all verifications in confidential files. Students who qualify for accommodations are given a Confidential Memo for each of their professors. Confidential Memos outline which accommodations are appropriate in your course.
- Complete and sign the top (white) copy of the Confidential Memo which the student will return to our office. Keep the yellow copy for your files.
- If a student requests an accommodation from you and does not present a Confidential Memo from ACCESS, please refer the student to our office so we can make a verification of the disabling condition. Give accommodations only if the student has presented you with a Confidential Memo from ACCESS.

Confidentiality Guidelines

- Do not leave student disability information visible on your computer or in any printed format that others can see, and dispose of it securely at the end of the quarter.
- Refrain from discussing a student's disability status and necessary accommodations within hearing range of fellow students, faculty, staff, or others who do not have an "educational need to know."
- Do not assume that students registered with Student Disabilities Services are aware of other students' disability status.
- At no time should the class be informed that a student has a disability.
- Discuss Confidential Memos and logistics of implementing accommodations with students in private. Make yourself available by email, during office hours, or by appointment to discuss.
- Requesting specific information about a student's disability is inappropriate. Requesting a letter from the student's physician is inappropriate. The Confidential Memo is all that is needed to justify the accommodation.
- If a student voluntarily discloses the nature of their disability to you, even if it is obvious, do not disclose it to others.
- If a student tries to provide you with their primary disability documentation, refuse to read or accept it and refer the student to ACCESS