



A Guide to Confidentiality for Students

Overview

All disability-related information including documentation, accommodation letters, correspondence, and consultations are considered confidential, according to the Family Educational Rights and Privacy Act (FERPA) regulations. For more information: <https://bit.ly/2kw9CCn>

In addition to following the law, we maintain a high standard of confidentiality so that students with disabilities feel respected, safe, supported, and protected.

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

Confidential Memos

- We cannot provide student 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 keeps this information in secure, confidential files. Students who qualify for accommodations are given a Confidential Memo for each of their instructors. Confidential Memos outline which accommodations are appropriate in your course.
- Please make sure to bring the Confidential Memo to your instructor at the beginning of the semester or as soon as possible. They will complete and sign the top (white) copy. Return this to our office. The instructor will keep the yellow copy for their files.
- Double-check that all signatures (including yours) are on the form before you return it to ACCESS. You can also drop off the form outside of office hours in the beige box in front of LMC room 137.

Confidentiality Guidelines

- Student disability information should never be left visible on an instructor's computer or in any printed format that others can see. Any information should be disposed of securely at the end of the semester.
- Neither faculty, staff, nor students may discuss other students' disability status without that student's permission.
- At no time should the class be informed that a student has a disability.
- Discuss Confidential Memos with instructors in private. Instructors should be available by email, during office hours, or by appointment to discuss.
- Instructors should not ask students for specific information about their disability, such as requesting a letter from the student's physician. The Confidential Memo is all that is needed to justify your accommodation.
- If you voluntarily disclose the nature of your disability to an instructor, the instructor is not allowed to discuss this with others without your permission.
- Do not give the instructor your primary disability documentation. This is for ACCESS use only.