

Confidentiality and Release of Information

The Office of Accommodative Services is committed to ensuring that all information and communication pertaining to a student's disability is maintained as confidential, as required by law.

The following guidelines about the treatment of such information have been adopted by OAS and will be shared with students. These guidelines incorporate relevant state and federal regulations.

1. No one will have immediate access to student files in the OAS except appropriate staff of OAS. Any information regarding a disability is considered confidential and will be shared only with others within Clarkson University who have a legitimate educational interest.
2. This information is protected by the Family Educational Rights and Privacy Act (FERPA).
3. Sensitive information in OAS student files will not be released except in accordance with federal and state laws.
4. A student's file may be released pursuant to a court order or subpoena.
5. If a student wished to have information about his/her disability shared with others, the student must provide written authorization to the OAS 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. The student should also understand that there may be occasions when the Director will share information regarding a student's disability at his/her discretion, if circumstances necessitate the sharing of information and the Director has determined that there is an appropriate, legitimate educational interest involved.
6. A student has the right to review his/her own OAS file with reasonable notification.