

Access Center
For Disability Accommodations and Adaptive Technology
Metropolitan State College of Denver

The Access Center views all materials pertaining to a student's disability as confidential. Written material obtained by the Access Center is used to verify the disability, to plan for appropriate accommodations, and to document accommodations and contacts with the office. The following guidelines are used by the Access Center regarding disability related information:

CONFIDENTIALITY STATEMENT

- 1) Disability documentation provided to the Access Center is housed in individual electronic student files at the Access Center.
- 2) Only the Access Center staff is authorized to have access to confidential student files.
- 3) A student may request a copy of his/her disability documentation; however: The Access Center will not forward documentation that originated with another institution or professional.
- 4) Students requesting in-class accommodations to faculty and/or faculty assistance must understand that some level of disclosure to the faculty member may be necessary to provide the requested accommodation(s).
- 5) Disability-related documentation is treated confidentially and will not be released to anyone who is not involved in the accommodation and service-delivery process with the following exceptions: (a) the student gives the Access Center a signed release to share disability-related information with the person(s) named on the release; (b) the Access Center will release disability-related information as required and/or permitted by the law and/or a court order; (c) the student threatens to harm himself or herself or others, or is suspected of abuse of a child or incapacitated adult; (d) the student files a disability-related complaint, appeal, grievance, or lawsuit against a college office or employee(s). In each case described above, information will be shared only with those who need to know or are authorized to know.
- 6) When a student with a disability requests accommodations, he or she understands that some disability-related information may be provided on a need-to-know basis to university faculty and staff to help ensure that the student receives appropriate accommodations.
- 7) Under most circumstances, college faculty and staff need to know only (1) that the student has been through the disability documentation review process; and (2) what accommodations have been approved to meet the student's disability-related needs.
- 8) Information regarding a disability will not appear on college transcripts, financial aid forms, and other official documents of a similar nature.
- 9) An individual has the right to review his or her own file.

I have read the Confidentiality Statement. I understand and agree to the confidentiality of my disability documentation and information as discussed above. I understand I can speak further with the Access Center staff if I have any questions.

(Printed Name of Student)

(Signature of Student)

(Today's Date)