



## Confidentiality of Information

Western Nebraska Community College and the Disability Services Office (DSO) 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.

The following guidelines about the treatment of such information have been adopted by DSO 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 DSO except appropriate staff of the DSO. Any information regarding a disability is considered confidential and will be shared only with others within the 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 DSO 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 wishes to have information about his/her disability shared with others outside the University, the student must provide written authorization to the Disability Services Officer 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 Disability Services Officer will share information regarding a student's disability at his/her discretion if circumstances necessitate the sharing of information and the Officer has determined that there is an appropriate legitimate educational interest involved.
6. A student has the right to review his/her own DSO file with reasonable notification.

I have been informed of the policy regarding confidentiality and the release of information from my DSO file. I understand that DSO may release information from my file to be used in a confidential manner with appropriate College faculty and officials who have a legitimate educational interest while I am a student at Western Nebraska Community College.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date