

## Information Regarding Confidentiality and Privacy

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law designed to protect the privacy of a student's education records. Education records include all student records.

These are considered confidential and will not be released without written consent from the student. In accordance with FERPA, it is necessary for WOU to obtain written consent from the student in order to release any information to a third party.

Being registered with the ODS will not become part of your permanent student records. Your degree and transcript will not reflect your affiliation with our office. After seven years from your last contact with ODS, your file and documentation will be destroyed.

### Disclosure of Protected Information

You are free to talk about your disability at any time, but you are never required to do so. ODS does require that you disclose your disability and provide documentation in order to determine eligibility for accommodations. ODS will not disclose your diagnosis to anyone without a written release from you. Your documentation and records with the ODS are locked up and kept within our office. The AIM Online system is also set up to protect your information. Only ODS employees have access to confidential information that may be entered in the system or kept in our paper files.

### Reporting without a written release of information

There are occasions when we will disclose confidential information without a written release. Employees of Western Oregon University are considered responsible employees. We may need to disclose confidential and private information under the following circumstances:

- You talk about harm to yourself, someone else, or potential harm to a vulnerable person, such as a child.
- You talk about harassment or discrimination on the part of WOU faculty, staff, or students.
- You talk about certain types of assault, whether the assault occurred on campus or off-campus, and whether it occurred recently or in the past.
- You talk about academic dishonesty, either yourself or another student.
- If a medical emergency occurs in the ODS office we will give the emergency responders relevant information, such as medications or medical conditions, if known to ODS staff.

### Questions

Please ask the Disability Services staff any questions you may have regarding the "Release of Information" (ROI) form and/or "Information Regarding Confidentiality and Privacy" sheet prior to completing the ROI. The ODS staff is happy to answer any questions you may have.

**Release of Information (ROI)**

**Student's Name:** \_\_\_\_\_ **V#** \_\_\_\_\_

I hereby authorize WOU, Disability Services to **release** information to / from:

Name:	
Phone:	Fax:
Address:	

If releasing information to self, please initial here \_\_\_\_\_

Specific information to be **released**: (must initial each item to authorize release):

Initial here

	Accommodations
	Documentation and disability related information
	Other(please specify):

I hereby authorize WOU, Disability Services to **communicate** with:

Name:
Relationship:

Specific information to be **communicated**: (must initial each item to authorize release):

Initial here

	Accommodations
	Documentation and disability related information
	Other(please specify):

I understand that I may revoke this consent at any time by submitting a request in writing to the Office of Disability Services. Release of information forms are valid for one year from the signature date.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_