

# VIRGINIA WESTERN COMMUNITY COLLEGE

WE'LL TAKE YOU  THERE

OFFICE OF DISABILITY SERVICES

## STATEMENT OF CONFIDENTIALITY

Virginia Western Community College (VWCC) Office of Disability Services (ODS) 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 VWCC Office of Disability Services. These guidelines incorporate relevant state and federal regulations.

1. Information submitted to the ODS is protected by the Family Educational Rights and Privacy Act (FERPA).
2. Information regarding your disability is confidential. No one will have immediate access to student files in ODS except the appropriate staff of ODS.
3. A student's file may be released pursuant to a court order or subpoena. Students will be notified of this prior to the release of information. This information will be released in accordance with federal and state laws.
4. If a student wishes to have information about his/her disability shared with others within or outside the college, the student must provide written authorization to ODS by completing the *Authorization to Release Information* form. Before giving such authorization, the student should understand the purpose of the release and to whom the information is being released.
5. Student's ODS information will remain on file for 3 years, following the student's last semester of enrollment. After this time, their file is permanently and confidentially destroyed.
6. A student has the right to review his/her own ODS file with reasonable notification, and may request an amendment to ODS records that are believed to be inaccurate. \*Please note, this would not include diagnostic information submitted to the office by the student, physician or clinician.
7. Any documentation submitted to ODS verifying a student's disability will NOT be released/returned to the student, or to any other third party after submission. Students should ensure they retain original copies of their documentation for their records.

I have been informed of the policy regarding confidentiality and the release of information regarding my ODS file.

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Student Name (Print)

Emplid #

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Student Signature

Date

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Parent/Guardian Signature (if student is under 18 years of age)

Date

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