Confidentiality & Obtaining Records

Confidentiality

The University recognizes that student disability records contain confidential information and are to be treated as such. Therefore, documentation of a student’s disability is maintained in a confidential file in Student Disability Services (SDS) and is considered part of the student’s educational record.

The Family Educational Rights Privacy Act (FERPA) regulates disclosure of disability documentation and records maintained by SDS. Under this Federal act, prior written consent by the student is required before Disability Services may release disability documentation or records.

FERPA provides numerous exceptions to the general requirement to seek student consent prior to releasing personally identifiable information from educational records. One of the exceptions authorizes SDS to release information to any school official who has a "legitimate educational interest." Another exception is for health and safety emergencies.

Professors or other school officials, such as administrators assisting in coordination of accommodations, may request information about the impact of a student’s disability on their ability to learn. In the interest of serving the needs of the student, the provision of services may also involve SDS staff disclosing disability information provided by the student to appropriate University personnel participating in the accommodation process. The amount of information that may be released is determined case by case, in the context of the service being coordinated. SDS seeks to preserve the student’s wish to keep their disability information and status confidential. SDS staff is extremely sensitive to this issue.

Reviewing and Obtaining Your Records

Under FERPA, students are also allowed to inspect and review their files maintained by SDS. Students have the right to challenge any information contained in the files that is incorrect, misleading, or not accurate and request an amendment to this misinformation.

Students may request a copy of their records, including requests for copies of disability documentation and accommodation letters at any time. Disability services for campus and the school of medicine ask that students make their requests in writing.
Request for students in the school of **Nursing, Dentistry, Pharmacy, Physical Therapy and The Graduate Division** can be made by emailing StudentDisability@ucsf.edu [1] or dropped off at the SDS office (Library room 111 - CL-111).

For students in the **School of Medicine**, please email lisa.meeks@ucsf.edu [2] to obtain a copy of your record.

Please specify the preferred mode of receipt and applicable address or fax number in your request - materials can be sent by email, mail, fax, or a copy can be picked up in person.

For more information about UCSF’s policies regarding FERPA, please see the **Registrar website**. [3]

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UCSF Main Site

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Source URL: http://sds.ucsf.edu/confidentiality

Links:
[1] mailto:StudentDisability@ucsf.edu
[2] mailto:lisa.meeks@ucsf.edu