



ACKNOWLEDGEMENT OF INFORMATION

The Student Success Department at the University of Northwestern Ohio is responsible for collecting and holding student disability documentation. Student documentation information is private and sensitive, and the Student Success Department holds this information in the context of assuring that the students have access to necessary accommodation and support.

The student records held by the Student Success Department are protected by the Family Educational Rights and Privacy Act (FERPA). As such, the records are considered to be educational records, not medical records. They are kept in secure files, with access limited to the personnel in the Student Success Department and the Vice President for Academic Affairs/Provost to whom we report.

There may be occasions when the Director of Student Success will share information regarding a students' disability with other University of Northwestern Ohio personnel if circumstances necessitate such sharing due to an appropriate legitimate educational need to know. Confidentiality is not maintained in the case of abuse, suicidal, or homicidal intent.

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 Director of Student Success to release the information.

I, _____, have been informed of the policy regarding confidentiality and the release of information from my Student Success Department file. I understand that the Student Success Department may exchange (release/receive) information from my file to be used in a confidential manner with appropriate University of Northwestern Ohio faculty and officials who have a legitimate educational need to know while I am a student at the University of Northwestern Ohio.

Signature: _____ Date: _____

Student #: _____