

# Juilliard

Office of Academic Support and Disability Services

## CONFIDENTIALITY POLICY

Disability-related information that is contained in a student's file is considered part of his/her educational record. Such information is protected under the Family Educational Rights and Privacy Act (the Buckley Amendment). The law dictates that such information may be released from the student's file in only three circumstances:

- With the student's written permission
- By Court order
- Internally within the Office of Academic Support and Disability Services (OASDS) based on a legitimate educational reason

The Confidentiality Policy of the Office of Academic Support and Disability Services at The Juilliard School has been developed to ensure that the confidentiality of disability-related records is preserved, and so that students, parents, faculty and staff understand how such records are handled.

All documentation related to a disability, including correspondence, accommodation requests, reports, and accommodation records, is considered confidential. We will not release any such records or identifying information to any outside entity without the student's specific written permission, except in the case of a court order. Written or oral disclosure of specific disability-related information by the OASDS staff (including Disability Support Services Committee members\*) to School staff and faculty on a need-to-know-basis may be made only with the student's written permission.

Student requests for accommodations on the basis of a disability and the related medical or other verifying documentation are maintained by OASDS, separate from the student's education record. Faculty and staff directly involved with a student with a disability may have access to some of this information on a strict need-to-know basis in order to assist in providing accommodations. Faculty and staff must not make reference to a student's disability in front of other students or discuss a student's disability with anyone not officially designated by OASDS as a legal recipient of information about a student's disability. All questions or concerns about students with disabilities must first be directed to OASDS.

---

**\* Disability Support Services Committee members:**

Holly Tedder, *Director of Disability Services & Associate Registrar*, Committee Chair; Joan D. Warren, *Vice President for Enrollment Management and Student Development*; Jennifer Awe, *Dean of Student Affairs*, José García-León, *Associate Dean for Academic Affairs*, Beth Techow, *Health Services Administrator*, Myung Kang-Huenke, *Deputy General Counsel*, Mary Anne Richmond, *Assistant General Counsel*.