



**Student Access Office**  
Post Hall  
Room 107  
1 South Ave  
Garden City, NY 11530

**Student Access Office**  
**Confidentiality Policy**

**General Rule:**

The Family Educational Rights Privacy Act (FERPA) regulates disclosure of disability documentation and records maintained by Student Access Office (SAO). Under this federal act, prior written consent by the student is required before SAO may release disability documentation or records.

**Exception to the Rule:**

Under FERPA, SAO is permitted to release information to any school official who has a "legitimate educational interest."

**What does this mean?**

Professors or other school officials, such as tutors, may request information about the impact of a student's disability on their ability to learn. SAO will only share information with other school officials when appropriate and will carefully balance a student's request for confidentiality and the request for additional, relevant information about the student. SAO seeks to preserve the student's wish to keep their disability information and status confidential. SAO is extremely sensitive to this issue.

**Other Student's Rights Under FERPA:**

FERPA also allows students to inspect and review their files maintained by SAO. 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.