



## **Reasonable Accommodation Plan: Confidentiality and Disposal Guidelines**

### **Confidentiality regarding accommodation plans**

All NCC faculty, adjuncts, and staff are required maintain confidentiality regarding a student's personal information including Disability Services information.

The confidentiality guidelines around Reasonable Accommodations and student disclosure of a disability are below.

When a student provides faculty with a Reasonable Accommodation Plan, the student may opt to self-disclose the reason for the plan; however, the faculty member **CANNOT** ask why the student has a plan or what the student's diagnosis is if the student chooses not to share that information.

The student's plan should only be discussed between the faculty and the student and as privately as possible.

- Do not discuss student accommodations in front of another student or the class
- Do not discuss a student's plan or any self-disclosed information with other faculty or staff members

### **Disposal of accommodation plans at the end of term:**

Instructors will receive the majority of Reasonable Accommodation Plans as a PDF sent from the student via NCC student email or possibly Canvas Inbox or you may receive a printed copy.

Keep the plan for the stated term and **DELETE** at the end of the term.

#### **DELETING PDF RAPS**

- Use the removed attachment feature on your email, then
- Delete the email from your inbox

**If you print or the student provides you with a hard copy of a RAP**, please place in the paper destruction receptacle located in Room 100 at the end of the term.

If you have questions or need support in implementing the plan, contact the Disability Services Coordinator directly.