

What is a 'Request for Confidentiality'?

There are 3 ways to put the student in touch with the Disability and Well-being Service:

1. You can offer to make a referral to the Disability & Well-being Service on the student's behalf.
2. Give the student the Disability & Well-being Service contact details and encourage him/her to make contact as soon as
3. Fill out a Request for Confidentiality form and ask the student to sign it, to demonstrate his/her understanding that reasonable adjustments might not be possible if consent is not given for information about his/her disability to be passed on.

Request for Confidentiality form

Disclosure/Confidentiality Record:	
Date	
Name of student	
E-mail	
Student Number	
Department Staff Member name and ext. no.	

- a) I authorise(member of staff) to contact the Disability & Well-being Service on my behalf by email/telephone. I understand the Disability & Well-being Service will contact me to discuss my needs.

Student signature.....Date.....

or

- b) I will contact the Disability & Well-being Service as soon as possible and have agreed with.....(member of staff) that she/he will not take any further action to pass on details about my disability.

Student signature.....Date...

or

- c) I wish information regarding my disability to remain confidential. I do not wish to meet with the Disability & Well-being Service to discuss my needs and I understand that it therefore, may not be possible for the School to make reasonable adjustments for me. I understand this form will be retained in a confidential file in the Disability & Well-being Service.

Student signature.....Date.....