STUDENT OPTIONAL DISCLOSURE OF PRIVATE MENTAL HEALTH INFORMATION PROCEDURE

In accordance with Public Act 099-0278, the Student Optional Disclosure of Private Mental Health Act, a student’s mental health information is considered private in nature and will not be released to a third-party without that student’s prior, written approval, unless such is permissible under state or federal law. Students who request to authorize the disclosure of certain private mental health information to a designated person must complete a Student Optional Disclosure of Private Mental Health Information Form, made available on the College’s Family Educational Rights and Privacy Act (FERPA). This Form must be submitted to the College Registrar at the Registration and Records Office, A1020. The form will remain valid until the student revokes his or her authorization by notifying the College in writing that he or she is withdrawing this authorization.

In the event that a qualified examiner, who is employed by the College in that capacity, makes a determination that a student poses a clear danger to themselves, or others, they will contact the College Registrar or his or her designee to determine if the student has authorized the disclosure of certain private mental health information to a designated person by completing and filing a Student Optional Disclosure of Private Mental Health Information Form. Once it is determined that the student has filed a Student Optional Disclosure of Private Mental Health Information Form, the qualified examiner employed by the College, if there is one, shall, as soon as practicable, but in no more than 24 hours after making a determination, attempt to contact the designated person and notify the designated person that a qualified examiner has made a determination that the student poses a clear, imminent danger to themselves, or others. The College shall document any and all attempts of the qualified examiner to reach the designated individual.

Access to a student’s mental health information pursuant to this Act will be provided only to qualified examiners employed by the College and will only be shared with the individual designated by the student, notwithstanding provisions of other state or federal law or Board Policy. Consistent with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and its regulations at 34 CFR § 99.36 (“FERPA”), the College may disclose, in situations where a health or safety emergency exists, a student’s personal information, without prior consent, to an individual not specifically designated by the student in his or her Student Optional Disclosure of Private Mental Health Information Form. For more information regarding the College’s FERPA policy, please visit Family Educational Rights and Privacy Act (FERPA).

The Vice-President of Student Development shall periodically review the status of whether the College employs a “qualified examiner” pursuant to the Act.

The Student Authorization Form (PDF)