



**Icahn  
School of  
Medicine at  
Mount  
Sinai**

**ICAHN SCHOOL OF MEDICINE AT MOUNT SINAI  
CONFIDENTIALITY OF STUDENT EDUCATIONAL  
RECORDS**

**Purpose**

In compliance with the Family Education Rights and Privacy Act (FERPA) and LCME Standards, medical student educational records are confidential and available only to those members of the faculty and administration with a need to know, unless released by the student or as otherwise governed by laws concerning confidentiality.

**Policy Statement**

Medical student educational records are deemed confidential and only made available to medical school faculty and administration with a specific educational interest or when a student provides consent.

**Procedure**

1. Requests for access to a medical student record must be granted by the student to any persons without a specific educational interest.
2. The request must be submitted by the student, in writing, to the Registrar.
3. Students wishing to provide access to a faculty member they have asked to provide a letter of recommendation on their behalf, must make this request in writing to the Registrar for access to be granted to the faculty member. The student may restrict access to only those records they wish to make available to the recommender.