



COLLEGE OF LETTERS AND SCIENCE COUNSELING SERVICE
 COLLEGE OF LETTERS AND SCIENCE
 A316 MURPHY HALL
 BOX 951430
 LOS ANGELES, CALIFORNIA 90095-1430

I confirm that I have attended the UCLA College of Letters and Science, Division of Undergraduate Education training for the Counselor Desktop system, including the Record of Interview (ROI) application.

I understand the following from the training and agree to comply with:

- 1) The legal and ethical requirements of using student information from the ROI, pursuant to California state law governing the confidentiality of student records.
- 2) The College protocol regarding recording confidential student information
 - confidential personal/family/health issues
 - “referred from/to [counselor name]”
- 3) Professional discretion regarding the obtaining, utilizing, and sharing of relevant information.
- 4) The fact that the student file is owned by the student: the student should be consulted before including any confidential information in the ROI.

To be completed by Employee:

 Printed Name (Last name, First name)

 Signature

 University ID (9-digit UID)

 Department

 Business E-mail Address

 Date

To be completed by UIT staff upon account creation:		
Printed Name	Signature	Date