Signing a Release of Information

*If you want to sign an ROI at this time, please click below to download a blank form, print it, and follow the numbered instructions carefully to ensure that you fill it out correctly. You can also pick up a blank ROI at the DSS Office. Please note that whether you choose to sign an ROI or not, you must click "Next" at the bottom of the page and take the quiz to indicate that you have read and understood this information.*

[Release of Information](http://www.clark.edu/student_services/disability_support/information_release.php) (HTML)

[Release of Information](http://www.clark.edu/student_services/disability_support/documents/Releaseofinfo.pdf) (PDF)

Please remember, **this form must be signed in ink**.

1. Please read the two paragraphs at the top of the form.
2. In the middle of the form, there are two columns.  Please locate that section.
3. Now write in your initials next to any person or group of people in that list, with whom you give DSS permission to release information to or receive information from regarding your disability, documentation of your disability, academic adjustments, auxiliary aids, and/or academic progress. The "Other" section is a place for you to give permission for DSS staff to share information with a specific person or organization not already listed. Please note that if you add a person or organization to this "other" line, we can share **all** information with them unless you designate a specific type of information to be released. For example, you could list a counselor by name and limit the release to grades only.
4. Disregard the Specific Authorizations for Drug and Alcohol and AIDS/HIV. These sections do not apply to you at this point, because you have already provided disability documentation.
5. Read the agreement beginning with “I understand that I may cancel this authorization at any time…”.
6. To acknowledge your understanding and agreement, please sign, date, print your name, and include your student ID number at the bottom of the form.
7. Return your signed ROI to the DSS Office in person or by mail. Our mailing address is 1933 Fort Vancouver Way, GHL 137, Vancouver, WA 98663.

*Click “Next” to take the quiz.*