Understanding the Release of Information

Disability Support Services staff are committed to protecting the confidentiality of the students we serve. We will not disclose DSS records unless we have written permission to do so or unless the law authorizes or compels us to do so. You have the option of signing a Release of Information (ROI) form to guide us in communicating with others regarding disability documentation and accommodations. If we do not have a signed ROI on file for you, we cannot disclose information about your accommodation plan to anyone other than you, unless allowed by law/regulations.

Students may sign ROIs for various reasons throughout the year. The inclusion of this agreement as part of the Policies & Procedures process is intended to ensure that you are aware of your option to sign a Release of Information. Release of Information forms are valid two years from the date of signature. You may choose to cancel the form at any time. You may also choose to sign an additional form at any time.

Students who would like DSS staff to be able to discuss their accommodations with instructors should initial next to "current/future quarter faculty." Students working with outside agencies, such as the Division of Vocational Rehabilitation (DVR) or the Department of Services for the Blind (DSB), may want to sign an ROI giving DSS permission to communicate with representatives of those agencies.

Please note that for the form to be considered valid, you must **initial** next to each individual/group you choose to authorize. If you mark items with a checkmark or an "X," the form will not be considered valid.

If you have questions or concerns about the Release of Information form, please contact the DSS Office at (360) 992.2314 or (360) 991.0901 VP.

Signing a Release of Information

*If you want to sign an ROI at this time, please open the attachment labeled “Release of Info.” 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 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.