Understanding the Release of Information

*Please read the following information carefully, then click "Next" at the bottom of the page to continue.*

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.

**Please note that whether you choose to sign an ROI or not, you must click through and take the quiz to indicate that you have read and understood this information.**

*Click "Next" to continue.*