



COLLEGE of
SAINT ELIZABETH

College of Saint Elizabeth
Office of Disability Services
Phone: 973-290-4261

AUTHORIZATION TO RELEASE/OBTAIN/EXCHANGE INFORMATION

Academic Year:

This form cannot be used for the re-release of confidential information provided to the College of Saint Elizabeth Office of Disability Services by other individuals or agencies. Such requests should be referred to the original individual or agency.

I _____ authorize the Office of Disability Services to release, obtain, or exchange information with: (Check and initial each, as appropriate.)

_____ **Residence Life**

The purpose for sharing information with Residence Life is: to provide accommodations and maintenance of accommodations in residence halls; to be of assistance in times of medical or behavioral crisis; to assist you in gaining skills to prevent or avoid future behavioral/social infractions in the residence halls; to assist you in gaining services (both academic and physical access); to assist students/staff with crisis management evacuation; to train Residence Hall staff regarding specific disability issues; to share information with administrative staff that would assist you to succeed at the College.

_____ **Wellness Center (Health and Counseling Services)**

The purpose for sharing information with the Wellness Center is: to assist you if you are taking medication or have a medical condition that may require treatment on a regular basis; to coordinate efforts on campus for you in case of an emergency; to share treatment plan information in order to provide consistency of care on campus; to share information with administrative staff that would assist you to succeed at the College.

Permission is also granted to consult with your counselor in the College of Saint Elizabeth's Counseling Center.

Name: _____

Contact Number: _____

Permission is also granted to consult with your private therapist or health care professional if needed.

Name: _____

Contact Number: _____

_____ **Campus Security**

The purpose of sharing information with Campus Security is: to be of assistance in times of medical or behavioral crisis; to assist you in gaining skills to prevent or avoid future behavioral/social infractions on campus; to assist you in gaining services (physical access, i.e., handicapped parking); to assist students/staff with crisis management and evacuation; to train

Campus Security staff regarding specific disability issues; to share information with administrative staff that would assist you to succeed at the College.

____ Career Services

The purpose of sharing information with Career Services is: to assist you with the transition from the College to the world of work; to assist you in making career choices that are consistent with your strengths and interests; and providing specific disability training to staff regarding your specific needs.

____ Academic Advisors

The purpose of sharing information with Academic Advisors is: to be of assistance when working with your mentors on campus; to assist you in negotiating your academic plan on campus; to articulate your academic and social needs via accommodations; to assist with the advisement process; to assist you in the self-advocacy process; to provide training for Academic Advisors; to share information with administrative staff that would assist you to succeed at the College.

____ Professors/Deans/Department Chairs/Registrar

The purpose of sharing information with Professors/Deans/Department Chairs/Registrar is: to provide information for the academic departments regarding academic accommodations; coordinate testing (exams and quizzes) at the Office of Disability Services or Academic Skills Center; to provide information/training for staff members regarding specific disabilities; assist with class withdrawals and or medical withdrawals; assist with the provision of grades of Incomplete; provide adaptive equipment and training on such equipment for the faculty; to coordinate priority registration should it be an accommodation that you need due to your disability; to share information with administrative staff that would assist you to succeed at the College.

____ Academic Success Center

The purpose of sharing information with the Academic Success Center is to help expedite the provision of tutoring services; to share information concerning the student's learning style, and progress within the tutoring sessions; and to provide an opportunity for the Coordinator of Disability Services to assist tutors with instructional techniques specific to the respective student's learning needs.

____ Educational Opportunity Fund

The purpose of sharing information with the Educational Opportunity Fund professional staff is to help expedite the provision of tutoring services; to share information concerning the student's learning style, and progress within the tutoring sessions; and to provide an opportunity for the Coordinator of Disability Services to assist the EOF staff with the development of instructional techniques specific to the respective student's learning needs.

____ Computer/Technology Staff

The purpose of sharing information with the Computer/Technology staff is: to provide information for the staff concerning any accommodations that you may need due to your disability; to provide training for staff members regarding specific disabilities; to share information with administrative staff that would assist you to succeed at the College.

____ Dining Services

The purpose of sharing information with the Dining Services is: to provide the staff with any information concerning physical (motoric) or nutritional needs that you may have; to provide information/training for staff members; to share information with administrative staff that would assist you to succeed at the College.

_____ **Library Staff**

The purpose of sharing information with the Library Staff is: to provide information for the staff concerning any accommodations that you may need due to your disability; to provide training for staff members regarding specific disabilities; to collaborate regarding any access needs that you may have; to share information with administrative staff that would assist you to succeed at the College.

_____ **Admissions Staff/Enrollment Management**

The purpose of sharing information with Admissions Staff/Enrollment Management is: to assist with accommodations when you visit their offices; to coordinate priority registration should it be an accommodation that you need due to your disability; to provide training for the staff; to be of assistance when working with your bills or registration on campus; to assist you in negotiating your academic plan on campus; to assist with the advisement process; to assist you in the self-advocacy process; to share information with administrative staff that would assist you to succeed at the College.

_____ **Athletic Department**

The purpose of sharing information with the Athletic Department's professional staff is: to provide information regarding academic performance; to provide information for staff members regarding specific disabilities; to coordinate tutoring services with the Athletic Department and the Academic Skills Center.

It should be noted that the underlying purpose of all of the above contacts is for the Office of Disability Services to work with you to coordinate all services that you need on campus based upon your disability. You should also be aware that information that you provide to this Office will be used for statistical reports, etc. that are generated from this Office. Your name and identifying information will not be revealed for the purposes of reporting.

CONFIDENTIALITY: All interactions with Disability Services, including scheduling of or attendance at appointments, content of appointments, and your records, are confidential. No record of Disability Services is contained in any academic, educational, or job placement file.

EXCEPTIONS TO CONFIDENTIALITY:

The administrative staff of the College works as a team, and at times due to health or behavioral issues, it may be necessary to discuss the manifestation of your disability with another administrator in order to provide you with assistance.

If there is strong evidence of behaviors that pose a serious risk of harm to self and/or others, Disability Services will take steps to insure that the safety of the individual and the community is protected.

Where there is evidence of clear and imminent danger to self and/or others, a referral will be made to Counseling Services on campus, and you will be **required** to report to Counseling Services for an evaluation.

New Jersey state law requires that the staff of colleges and universities who learn of, or strongly suspect physical or sexual abuse or neglect of any person under 18 years of age must report this information to county protection services.

A court order, issued by a judge, may require Disability Services to release information contained in records and/or require the Coordinator of Disability Services to testify in a court hearing.

As the person signing this consent, I understand that I am giving my permission to the above named provider or other named third party for disclosure of confidential information. I also understand that I have the right to revoke this consent, but that my revocation is not effective until delivered in writing to the person who is in possession of my records. A copy of this consent and notation concerning the persons or agencies to which disclosure was made shall be included with my original records. The person who receives the records to which this consent pertains may not re-disclose them to anyone else without my separate written consent unless such recipient is a provider who makes a disclosure permitted by law.

This release expires in 12 months unless another date is specified: _____

Name (Signature): _____

Date: _____

Name (Print): _____

Address: _____

William H. Moesch,
Coordinator, Disability Services

Date