

## Division of Student Affairs **STUDENT ACCESS CENTER**



STUDENT ACCESS CENTER Email: sac@spelman.edu

Office: 404.270.5295 Fax: 404.270.5297

## **Release of Information**

Full Name:	
900#:	Date of Birth:
Please sign and check the appropriate release box below AND submit form with a picture ID	
Student Signature:	Date:
This authorization will remain in effect until revoked in writing.	
RELEASE OF INFORMATION FROM SAC TO SPELMAN FACULTY AND STAFF - I authorize Student Access Center to release and/or discuss pertinent information concerning my disability, accommodations, and/or current academic status at Spelman with appropriate faculty, staff, and administrators.	
RELEASE OF INFORMATION FROM SAC TO OTHER AGENCIES - I authorize Student Access Center to release the designated information to the following person, organization or agency:	
<ul><li>☐ Any pertinent disability information</li><li>☐ Specific information listed here:</li></ul>	
Name/Organization:	
Street Address:	
City/State/Zip:	
Phone Number:	Fax Number:
RELEASE OF INFORMATION FROM OTHER AGENCIES TO SAC-I hereby request and authorize you to release to Student Access Center at Spelman College any information from your records which bears on the medical or health conditions and/or educational development pertaining to me. All information will be kept confidential and maintained as part of my records with SAC at Spelman College.  Name of Physician/Specialist/Agency providing verification of disability:	
	<del></del>
Street Address:	
City/State/Zip:	
Phone Number:	Fax Number:
Email:	