



Student Academic Support Services Office  
Egan Hall, Room 105  
Phone: 740-284-5358 / Fax: 740-284-7095

\*\*\* CONFIDENTIAL \*\*\*

**CONSENT AND AUTHORIZATION TO RELEASE INFORMATION TO SASS**

Pursuant to Federal and State Guidelines concerning my right to confidentiality and privileged communication, I \_\_\_\_\_ hereby authorize:

\_\_\_\_\_  
Person or Organization

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

To release the following information from my file:

- \_\_\_\_\_ Diagnosis (*generally used for physical/medical disabilities and/or conditions*)
- \_\_\_\_\_ Psych-Educational/Neuropsychological Evaluations (ADHD and learning disabilities)
- \_\_\_\_\_ Psychological Evaluation
- \_\_\_\_\_ History of previously used accommodations
- \_\_\_\_\_ Other: \_\_\_\_\_

**Purpose of disclosure:** Documentation needed to request academic, dietary, and/or housing accommodations at post-secondary institution.

**The information is to be provided to:**

Student Academic Support Services  
Franciscan University of Steubenville, 105 Egan Hall  
1235 University Blvd  
Steubenville, OH 43952

Phone: 740-284-5358  
Fax: 740-284-7095  
tgreathouse@franciscan.edu

*I understand this authorization for confidential information applies only to the individual named above and only for the purpose stated above on the scheduled date and time and does not permit the release of information concerning me to any other individual or at any other time to the individual named above. In addition, I understand I may revoke this consent to release information at any time, but recognize that any release made between the time I authorized it and then revoked it shall not constitute a breach of my right to confidentiality.*

A photocopy or fax of this authorization shall be considered as effective and valid as the original.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

\_\_\_\_\_  
SASS Staff or Witness

\_\_\_\_\_  
Date