

## INSTRUCTIONS REQUESTING RECORDS FOR COLLEGE PLANNING PURPOSES

When students apply for specialized supports and accommodations at a college or university, they should consider obtaining a copy of their records and sharing these records directly with the college or university's Office of Disabilities.

If the student/family wants records sent directly to a college/university office of disability, the following process must be followed:

- The parent and/or 18 year old student sign the ***Authorization to Release School Records/Exchange Information – College/University***. This form must be signed before any records will be sent out of district only needs to be signed once and will remain in effect until June 30, 2014.
- When student is ready to have records sent to a particular college/university, they will complete a ***Special Education Records Request Form – College/University***. Students will need to complete a form for every school they want to receive their records.

**Forms are available in the Special Education office.**

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