

NCC Student Accessibility Services

Request to Release Student Records



The Student Accessibility Services Office at Northwest Iowa Community College considers all documentation and information gathered in the accommodation process to be strictly confidential. The student may voluntarily waive their privacy rights to the Person(s) they choose to authorize in the statement below. By completing this form, the named person(s) will have the ability to obtain information and speak to the Accommodations Coordinator regarding the student's accommodations and accommodation records.

I, _____, hereby waive my confidentiality rights by authorizing Northwest Iowa Community College to share information maintained by the Student Accessibility Services Office with:

Name/Agency

Address

City/State/Zip

Phone Number

Student Signature: _____

Student ID: _____

Date: _____

***This release will remain active the entire time you are a student at NCC. If you want to stop the release, please notify the Accommodations Coordinator. ***

Renee Franklin
Accommodations Coordinator
rfranklin@nwicc.edu
712-324-5061 ex. 116

Non-Discrimination Policy: It is the policy of Northwest Iowa Community College not to discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential parental, family or marital status in its programs, activities, or employment practices as required by federal and state civil rights statutes and all other applicable federal and state laws, regulations and orders. The Board of Trustees shall monitor progress on this policy through the President's appointed Affirmative Action/Equity Coordinator(s).

If you have any questions or complaints related to compliance with this policy, please contact one of the Equity Coordinators at Northwest Iowa Community College, 603 West Park Street, Sheldon, Iowa, room D403b or room A101D, email equity@nwicc.edu, phone number 712-324-5061, extension 113 or extension 137, fax 712-324-4136; or the Director of the Office for Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Telephone: (312) 730-1560, Fax: (312) 730-1576, TDD: (800) 877-8339, Email: OCR.Chicago@ed.gov.