



Palomar College  
Disability Resource Center

1140 W. Mission Rd.  
San Marcos, CA 92069  
760-744-1150 Ext. 2375  
Fax 760-761-3509

**Instructions:** Form is to be filled out by **student (or former student)** requesting information and **must** be signed. Given the nature of services provided by this office, the **student (or former student)** may be contacted in order to verify information and explain limits of information shared. This form may be mailed, faxed or dropped off to our office. Please see back of form for disclaimers.

## CONFIDENTIAL RELEASE OF INFORMATION

I hereby authorize the Palomar College Disability Resource Center (DRC) to release to:

\_\_\_\_\_  
Name or Institution

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Phone Number **and/or** Fax Number, Including Area Code

Please check if you would like your documentation to be sent via:

**USPS Mail**     **College/Institution's Email** (specify) \_\_\_\_\_

Information regarding services received **and/or** educational and medical records for the purpose of:     **Disability Verification**     **Other**(specify) \_\_\_\_\_

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_  
(Please Print)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Palomar Student Email Address: \_\_\_\_\_

This consent is valid until:     **Until Revoked**    **or**     **Date:** \_\_\_\_\_

I understand that I may only revoke this form by notifying, in writing, the Palomar College Disability Resource Center. I further understand that, after the above specified date or revocation of this form, I will need to sign a new release form should I wish to continue to authorize the release of information.

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

## Disclaimers

PLEASE ALLOW 2-3 BUSINESS DAYS FOR YOUR INFORMATION / DOCUMENTS TO BE SENT TO THE RECIPIENT

**The DRC is able to send Verification of Disability or documentation that we have on file to the following:**

- Other college/institution via USPS Mail or via email (i.e. email address of other DSPS office)
- Palomar student email addresses
- Mailing address on file with Palomar College for current and former students

**The DRC is not able to send Verification of Disability or documentation that we have on file to the following:**

- Personal email addresses (i.e. Gmail, Yahoo, etc.)
- Non-institutional email addresses (i.e. The DRC cannot release to email addresses other than another College/Institution)
- Mailing addresses that are not on file with Palomar College