

Authorization to Release/Exchange Information



DISABILITY SUPPORT
SERVICES
Student Affairs

SETON HALL UNIVERSITY

Disability Support Services
400 South Orange Ave
Duffy Hall Rm 67
South Orange, NJ 07079
Phone: 973-313-6003
Fax: 973-761-9185
E-mail: DSS@shu.edu

First Name

Last Name

SHU ID

Office

Function

- Enrollment Services & Financial Aid To facilitate environmental accommodations (i.e. classroom locations); to share information with staff to facilitate scholarship application

- Housing & Residence Life (HRL) / Dining Services To provide and maintain accommodations in residence halls; to be of assistance in times of medical or behavioral crisis; to train staff regarding specific disability issues; to assist with emergency evacuation procedures, to collaborate with staff regarding physical/nutritional needs

- Health Services To assist students with medical conditions that may require treatment on a regular basis; to coordinate efforts on campus in the case of an emergency

- Counseling Services To share information relating to disability that is pertinent to continuity of care on campus; to coordinate efforts on campus in case of emergency

- Freshmen Studies To collaborate on behavioral/medical issues with mentors; to assist in articulating individual academic/social needs to mentors; to provide training

- Academic Advisors & Academic Resource Center To articulate academic and social needs via accommodations; to assist with the advisement process; to share scholarship information and needs

- Professors/Deans/Department Chairs To provide information to academic departments regarding accommodations; proctor testing; assist with class withdrawals; provide adaptive equipment

- Community Development To collaborate on behavioral and medical issues with students; to assist with medical withdrawals for students

- Public Safety, Card Access, Parking Services To coordinate efforts in times of medical or behavioral crisis; to coordinate temporary and medical exception parking as needed

- Career Center To assist students with the transition from Seton Hall to employment

- Computer and Technology Staff To coordinate the dissemination and maintenance of assistive technology

- Library Staff To ensure access to all library functions; to coordinate accommodations and assistive technology

- Physician and/or Evaluator To share information relating to current treatment plans and/or medical status; to clarify the form and function of accommodation based on documented need

- Lavelle Fund for the Blind To coordinate scholarship application and disbursement of funds for qualified students

Other:

Other:

Confidentiality

All interactions with Disability Support Services (i.e. attendance at appointments, content of meetings, medical documentation) are confidential. No record of Disability Support Services is contained in any academic, educational, or job placement file.

Disability Support Services staff works as a team with the greater administrative staff of the university. Due to health, safety, and behavioral issues, it may be necessary to discuss the manifestation of your disability with another administrator to provide you with assistance. If there is strong evidence of behaviors that pose a serious risk of harm to self and/or others, DSS will take steps to insure that the safety of the individual and the community is protected.

New Jersey state law requires that staff of colleges and universities who learn of, or strongly suspect, physical or sexual abuse or neglect of any person under 18 years of age must report this information to county child protection services

As a person signing this consent, I understand that I am giving my permission to Disability Support Services to disclose confidential information. I also understand that I have the right to revoke this consent, but that my revocation is not effective until delivered in writing to the person who is in possession of my records.

Student Signature

Date

Release Expiration