

Smith College School for Social Work and the Office of Disability Services

Release of Information/ Informed Consent Form

The Smith College School for Social Work (SCSSW) is committed to providing equal access to education for students with disabilities engaged in our MSW and PhD programs. The purpose of this release of information/consent form is to clarify how the information that you (Student) agree to disclose will be used and protected by the SSW.

Information is released with the additional goal of helping SCSSW and Office of Disability Services assist students in maximizing their ability to meet the essential abilities and educational standards of the Smith College School for Social Work MSW or PhD program. Relevant and educationally focused communication supports flexibility for adjustments to policies and practices and will allow disability related accommodations to be implemented more quickly and seamlessly and for educational issues to be addressed as needed.

Description of Information to be disclosed:

- Recommended adjustments to policy, practices, and/or accommodations to support learning in the classroom and during your field Internship
- Educational Information when necessary to aid your learning in the classroom or field assignments.

I authorize the Smith College Office of Disability Services to disclose and/or obtain educationally relevant information, on an as-needed basis as described above from/to the following Smith College School for Social Work offices and individuals. I further authorize the people and offices named below to communicate with each other and the Office of Disability Services, about the information shared under this release of information form when necessary to facilitate accommodations and supports.

Office of the Dean

- Associate Dean of Academic Affairs
- Associate Dean of Graduate Enrollment and Student Services
- Dean
- Chairs
- Academic Advisor
- Instructor(s)
- Research Coordinator
- Research Advisor

Field Department

- Director
- Associate Director
- Faculty Field Advisor

Revocation and Expiration

I understand that I have the right to revoke this authorization for release of information in writing at any time by sending written notification to the Office of Disability Services at ods@smith.edu. I further understand that a revocation of the authorization is not retroactive. Unless sooner revoked, this authorization expires upon my graduation or as otherwise indicated:

Form of Disclosure

I understand that unless I have specifically requested in writing that the disclosure be made in a certain format, the Office of Disability Services and the Smith College School for Social Work may disclose information verbally, in paper format or electronically.

I will be given a copy of this authorization for my records.

Signature of Student _____ Date _____

Office of Disability Director _____ Date _____

Please note: If you are requesting accommodations for the Field Internship, you need to be in touch with the Director or Associate Director of Field as soon as possible, preferably within 2 weeks of signing this form, in order to determine next steps. Such communications would be to ensure that accommodations can be put in place proactively to assure equal access in the field placement. It is important to plan early as retroactive accommodations cannot be made. *Such information would ONLY be released to the field agency after the Director or Associate Director of Field consults with you directly to develop an accommodation plan for field to share with:*

- Field supervisor
- Agency representative (only if needed to implement student-requested accommodation)