Step-by-Step Guide for Completing Information Release Forms

Login to your myAccess account

Click on Information Release Forms within the My Accommodations section on the left-hand side of the screen.

Choose the form (consent) based on who you are giving permissions to.

Click Continue to Specify Additional Information.
Read the description for the form and enter in the information for the individual(s) with the permissions. You can set a custom expiration date if you want the permissions to expire before the default date indicated on the form.

When finished, click on Submit Information Release Consent Form.
You’ll be taken back to the list of your Information Release Forms where you will have access to in-activate or re-activate a form if needed throughout the semester.

SYSTEM UPDATE IS SUCCESSFUL

System has successfully processed your request.

2 Steps Process to Add Information Release Consent

Consent Type*: Select One

Continue to Specify Additional Information

Number of Records Found: 1

Showing Records: 1 - 1

<table>
<thead>
<tr>
<th>Consent Type</th>
<th>Full Name</th>
<th>Expiration Date</th>
<th>Status</th>
<th>Modify</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release of Information - Parent/Guardian</td>
<td>Wilma Tiger</td>
<td>01/08/2018</td>
<td>Active</td>
<td>Modify</td>
</tr>
</tbody>
</table>

Information Release Consent Form

Consent Type: Release of Information - Parent/Guardian

Consent Description: I give the Disability Center permission to speak with my parents, step-parents, and/or guardian about me and my progress as a student registered with the MU Disability Center.

This form addresses the right of a student’s individual privacy. In the event that a parent, step-parent, guardian, spouse, or other person obtains or calls on behalf of a student, the Disability Center must have a written release signed by the student to speak to them.

Release allows verbal access only.

All permissions granted will stay in effect until revoked in writing by the student.

Consent Expires On: 01/08/2018

Status: Active

Full Name: Wilma Tiger

Address: 123 Mizzou Street, Columbia, MO 65203

Phone: (573) 555 - 5555

Fax: Not Specified

Additional Notes: Mother

Please Read The Following Statement:

By submitting this release, I agree to hold harmless University of Missouri and its agents in the execution of this release and agree to contact my assigned accommodation coordinator or the Disability Center office located on my campus of record if I have questions or concerns.

☐ I have read and understand the above statement regarding the release information consent.

Update Information