



Accessibility and Disability Resource Center

The UNIVERSITY of OKLAHOMA®

REQUEST FOR RELEASE OF EDUCATION RECORDS

As a student at the University of Oklahoma, I understand that I am entitled to access my education records, as provided by the Family Educational Rights and Privacy Act ("FERPA").

I, (Name)

(Birth Date)

(OU ID)

request the University of Oklahoma Accessibility and Disability Resource Center (ADRC) to release a copy of the following document(s) to me (please select only the documents which are needed to avoid potential delays in processing):

Letter of Registration - A letter verifying the date you registered with the ADRC. This letter does not include a list of accommodations for which you have been approved. For both the date you registered with the ADRC and your approved ADRC-accommodations, please select a "Letter of Accommodation" from below.

Documentation provided to the ADRC - A copy of all documentation on file with the ADRC at the time of the request

Letter of Accommodation - A letter from our office verifying your registration with the ADRC with your date of registration and a list of your ADRC-approved accommodations

Standardized Testing Form (GRE, LSAT, MCAT, PANCE, etc.) - If you will be taking a standardized assessment, it is your responsibility to check with the testing entity regarding what they require. When researching what the testing entity requires, please (a) verify that the ADRC is the appropriate entity to complete the form and (b) include a blank copy of the form when returning this release. Sending both this form and any required documentation will reduce potential delays.

Flat Rate Tuition Exemption Request - A letter that supports your request to be exempted from the flat rate tuition policy and instead be charged tuition only for the number of hours in which you are enrolled. This letter includes only the date that you registered with the ADRC.

Other -

Method(s) of Release:

Email

In Person

Other

Signature

Date