



Student Accommodations and Support Services (SASS)  
 Student Authorization to Release Accommodation Records

I, \_\_\_\_\_, request a copy of my accommodation records to be released to the following:

Myself - Elms College Email Address (will be sent through Virtue):

\_\_\_\_\_

Physical Mailing Address (must be used if there is no Elms College email address):

\_\_\_\_\_

\_\_\_\_\_

Which document(s) is/are being requested (please check):

- A. Student Accommodation Request:
- B. Supporting Documentation:
- C. Accommodation Letter(s):
- D. All of the Above:
- E. Other:

Reason for Request: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Approximate Dates of Attendance: \_\_\_\_\_

Student Signature (physical, not electronic):

\_\_\_\_\_

Request Date: \_\_\_\_\_

Once complete, please return the form to SASS via the following options:

Scan and email as an attachment to [sass@elms.edu](mailto:sass@elms.edu)

Secure E-Fax: 413-474-7188

Mail to the following address:

Elms College, Attn: Tiffani Ashline, SASS

291 Springfield Street, Chicopee, MA 01013