



Office of Accessibility Services
COMPASS, Thomas Library
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accessibilityservices@wittenberg.edu

Release of Documentation Request

The Office of Accessibility Services at Wittenberg University keeps student documentation for up to seven years after a student's last academic term. We only retain the records needed to support the accommodation request and interactive process; all other documentation is returned to the student. If you would like a copy of the documentation we have on file, please complete the form below. We will provide all available records within 48 business hours.

Name: _____

Name During Enrollment (If Different): _____

Date of Birth: _____

Student ID Number (if available): _____

Email Address: _____

Mailing Address:

Phone Number: _____

I, _____ (print name), hereby authorize the Office of Accessibility Services at Wittenberg University to release all documentation on file to me.

Delivery method (select one):

☐ Email (to the address provided above)

☐ Mail (to the address provided above)

☐ In-person pickup

Signature: _____ **Date:** _____

Please return completed form to accessibilityservices@wittenberg.edu.