



**Muhlenberg College**  
**Office of Disability Services**

**Records Request Checklist – Records Retention Policy**

The Office of Disability Services retains disability-related student records for **seven** years after the date of graduation (or when graduation would have occurred). Currently, all records are maintained in hard copy form. The student will need to provide permission in writing (email or mail) granting the release of records, including the information listed below. The copy of the records will be sent *directly* to the **student**.

**Please include this form with the required and/or relevant items checked with your request.**

\_\_\_\_\_ Student Information (all information required)

\_\_\_\_\_ Full name \_\_\_\_\_

\_\_\_\_\_ Current address \_\_\_\_\_

\_\_\_\_\_ Phone number \_\_\_\_\_

\_\_\_\_\_ Class year \_\_\_\_\_

\_\_\_\_\_ Statement of Permission to release records (required) \_\_\_\_\_

\_\_\_\_\_ Reason for request (required) (Please check)

\_\_\_\_\_ Enrolled in additional courses at another institution

\_\_\_\_\_ Transferred to another college

\_\_\_\_\_ Enrolled in graduate studies

\_\_\_\_\_ Completion of application for high stakes testing (MCAT, LSAT, GRE)

\_\_\_\_\_ I am requesting an “Accommodation Letter” which lists the approved accommodations I received while at Muhlenberg College

\_\_\_\_\_ Include name and address of contact person to be addressed in letter

\_\_\_\_\_ Requesting ODS to complete required pages (“request for accommodations” section) of high stakes testing application *The student must complete all appropriate sections of the application prior to ODS completing the document. The Document is returned to the student for submission to the testing agency. ODS does NOT submit applications on behalf of students.*

\_\_\_\_\_ Requesting copies of documentation previously submitted to ODS

\_\_\_\_\_ Psycho-Educational Evaluations

\_\_\_\_\_ Medical Records

\_\_\_\_\_ Supplemental Documents (IEP, 504 Plans, Learning Profiles,  
Accommodation Plans)

**Timelines & Expectations:** The completion of the Records Request will take approximately two to three weeks after the date of submission of all relevant information indicated above.