

**Authorization to Release Information
Reed College Residence Life**

Should you be a final candidate for the House Advisor position, the Assistant Dean of Students for Residence Life will contact the Vice President and Dean of Students Office and the Registrar to inquire about your eligibility as outlined in the Position Description Qualifications. Please complete this Authorization to Release Information form and return it with your application materials.

_____ I understand that Residence Life professional staff has access to records of student Alcohol and Other Drug violations, and may use this information to inform their decision-making process for the House Advisor position.

_____ I grant permission for the Vice President and Dean of Students Office to share with Residence Life staff whether I have been the subject of disciplinary action at Reed or if there is a possible action currently pending. Disciplinary record is defined as an honor case violation.

_____ I grant permission for the Assistant Dean of Students for Residence Life to inform other Residence Life professional staff if I am currently on academic probation.

If there are circumstances that relate to your disciplinary or academic record you would like to be considered, please attach a written statement to this form.

Student Name: _____ **ID Number:** _____

Student Signature: _____ **Date:** _____

To be filled out by Vice President and Dean of Students Office staff:

Has the applicant been the subject of disciplinary action related to AOD at Reed, or is there a possible action currently pending?

YES NO on file
YES NO pending

Has the applicant been the subject of disciplinary action at Reed, or is there a possible action currently pending?

YES NO on file
YES NO pending

Information provided by: _____

Date: _____