

**RELEASE OF RECORDS**

**MONTGOMERY COLLEGE  
Disability Support Services  
Rockville Campus**

**Voice: 240-567-5058; Fax: 240-567-5097; TTY: 301-294-9672**  
[dss@montgomerycollege.edu](mailto:dss@montgomerycollege.edu)

To obtain a copy of your **INDIVIDUAL EDUCATIONAL PLAN (IEP), EDUCATIONAL ASSESSMENTS**, and/or **HIGH SCHOOL TRANSCRIPT**, send/take this form to your high school. *Note: MCPS destroys disability-related records, other than psychological evaluations, when a student reaches age 21.*

Name: \_\_\_\_\_

High School: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Year of Graduation: \_\_\_\_\_

***Please submit only copies of original documentation; DSS cannot copy and return original documents.***

I authorize the release of my confidential records.

**PLEASE SEND THESE RECORDS TO:**

Disability Support Services, CB 122  
Montgomery College  
51 Mannakee Street  
Rockville, MD 20850

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Signature of Parent/Guardian (if under 18): \_\_\_\_\_

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