



**Student Affairs and Enrollment Management
Office of the Dean of Students and Judicial Affairs**

DEAN'S CERTIFICATION

Authorization to Release Records

I hereby waive my privacy rights, including, but not limited to any rights pursuant to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and grant my consent to authorize the Tuskegee University Office of the Dean of Students and Judicial Affairs, Office of the Registrar, and Title IX Office to release any and all University records and/or matters under investigation involving me for the purpose of obtaining a Dean's Certification.

Print Name: _____

DOB: _____ ID # _____

Signature _____ Today's Date _____

E-mail Address _____ Phone # _____

Send to: _____

The entire Dean's Certification process takes approximately five (5) business days.

Please indicate your preference:

- Please mail the completed form to my local address.
- Please mail the completed form to the institution requesting the form.
- Please make me aware when it has been completed and I will pick it up from the Office of the Dean of Students and Judicial Affairs.

Bring or mail this form, along with the Dean's Certification portion of your application (if applicable), to the Office of the Dean of Students and Judicial Affairs. Form can also be scanned and e-mailed to ods@tuskegee.edu. Once the process has been completed by the Office of the Dean of Students and Judicial Affairs it will be sent to the Office of the Registrar for final processing and mailing. Please note: Requests cannot be made over the phone, nor can they be processed without a signature.