



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 Dalton State College to release any and all records and/or matters under investigation involving me for the purpose of obtaining a Dean's Certification.

Print Name: _____

Phone #: _____

Date of Birth: _____

ID #: _____

Today's Date: _____

E-mail Address: _____

Signature: _____

The entire Dean's Certification process takes approximately 7 to 10 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 is completed and I will pick it up from the Dean of Students Office.

Send to:

Bring or mail this form to the Dean of Students Office in Pope Student Center, 650 College Drive, Dalton GA 30720. Form can also be faxed to (706) 272-2506. Once the form has been completed by the Dean of Students Office it will be verified by the Office of the Registrar and mailed.

Please note: Requests cannot be made over the phone, nor can they be processed without a signature.