



RELEASE AND DISCLOSURE

Customer Name: _____ **Student ID#:** _____ **Mask#:** _____

The Arapahoe/Douglas Works! Workforce Center provides workforce development services which include job search assistance, job training and basic skills remediation to adult and youth customers. While assisting customers to achieve their goals, it may be necessary to gather information from outside sources such as agencies, schools or individuals. Likewise, A/D Works! may need to release information to agencies, schools, or individuals when that information is important to assist our customers reach their goals.

The Family Educational Rights and Privacy Act of 1974 prohibits access to or release of education records or personally identifiable information contained in such records (other than directory information) without the written consent of the student or as specified by other exceptions such as subpoenas and court orders. By signing this RELEASE AND DISCLOSURE, you are giving permission to A/D Works! staff to release and collect information necessary to meet Federal Government requirements for completion of the program.

The information requested under this consent includes, but is not limited to:

- ✓ Financial Aid Information and Cashier's Information (billing, payments made or due, and/or loan information related to your education/training, etc.)
- ✓ Classroom Progress (progress within coursework or training)
- ✓ Academic Records Information (successful or unsuccessful completion of programs/classes in which you have been enrolled)
- ✓ Enrollment and Admissions status
- ✓ Any other information related to training/education pursuant of your career goals

Additionally, once employment is attained this release will allow A/D Works! to collect employment information from the employer for as long as the customer is enrolled in the WIOA program, such as job title, wage, employment status, etc. without prior notification.

A/D Works! files, including customer information, are subject to review by internal staff, selected Federal, State, and other funding source personnel for the purpose of monitoring programs and file maintenance.

All information provided by you will be held in strict confidence, subject to the above situations within the laws of the State of Colorado and within the ethical guidelines of the American Counseling Association. Discussions, interviews and test results are legally confidential with the following exceptions:

Assessment results may be shared with other agencies for the purpose of assisting you in meeting your stated goals.

Indication by you of intent to physically harm yourself or another individual. In such cases A/D Works! staff has a duty to warn either (a) the person who is likely to suffer the result of harmful behavior, (b) that person's family, (c) your family, and/or (d) the appropriate authorities.

Alleged child abuse, in which case A/D Works! staff has a responsibility to notify the appropriate authorities of such allegations.

Agency staff will, whenever possible, share with you the intent to notify relatives or authorities.

This RELEASE AND DISCLOSURE will expire no sooner than 12 months post-exit from your enrolled program.

I have read and understand the above and agree to participate in the program under these conditions.

Customer Signature _____ Date _____

Print Customer Name _____

Guardian Signature (if necessary) _____ Date _____