



**AUTHORIZATION
TO RELEASE RECORDS AND INFORMATION FOR
MEDICAL/MENTAL HEALTH WITHDRAWAL REQUEST**

I, _____, hereby authorize
(Student's Name)

Dr. Thomas Baez, Director & Jeff Gatlin, MS, LPC of the UTSA Counseling Services

Office and (name of other agency/person): _____
(Physician, Therapist, Provider)

Address _____ City _____ State _____ Zip _____

Phone Number (_____) _____ Fax (_____) _____

To work together along with other UTSA Services (Academic Support and Undergraduate Studies or Dean of Graduate Studies), Business Office, Registrars Office, Student Financial Aid, Counseling Services, and Student Health Services.

to release to each other the following

- Treatment and Progress Summary
- Report of Medical/Psychological Assessment
- Communicate by phone, letter, or email with above parties for confirmation that documentation was received and reviewed by clinician/staff.
- ____ Other: _____

The purpose of this release is: to assist the university and the student explore the possibility of a mental health withdrawal from UTSA.

This authorization will be valid until request is approved or denied, but no more than three months (90 days) from date of signature **or** (insert date) _____ ;unless the student prior to this date, withdraws permission. Any verbal request must be followed immediately by a written request.

Student's Signature: _____ Banner#: _____

In the Presence of: _____ (Signature of Witness)

Date: _____

PRIVACY NOTICE

With a few exceptions, you are entitled to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.