

**Buntain College of Nursing
Northwest University**

RELEASE FOR DISTRIBUTION OF CONFIDENTIAL MATERIAL

This Release when signed affirmatively allows for faculty to return graded papers and other confidential materials in an unlocked filing cabinet that is not in a secured location. Papers will be inserted into a file, bearing a student's name, in the filing cabinet, and will be available for the student to pick up.

Affirmative: Permission Granted

I, _____, give my permission for nursing faculty
(print name)
and staff to return evaluated coursework assignments, tests, and other materials through an open file system.

Signature

Date

----- OR -----

Negative: No Permission Granted

I, _____, do not give my permission to participate in a
(print name)
open file return of evaluated papers. I will provide a self addressed stamped envelope (or self addressed envelope for campus mail) for each paper to be returned.

Signature

Date