

# ATS Release Form

California State University, Sacramento

University Computing and Communications Services

In an effort to protect the integrity and security of examinations submitted to UCCS for scoring, and because of the increase of student assistants and department secretaries being asked to pick up these examinations, an ATS Release form must be submitted each semester by all instructors.

The instructor must present the form in-person and show their CSUS One Card. When the student assistant and/or department secretary comes to pick up the exam, they will be asked to show their CSUS One Card as well.

Please **PRINT** all information.

## A. Instructor information:

Instructor

SacLink Login ID

Department

Dept Zip

Dept Phone

Instructor Phone

Instructor's Signature

Date

**UCCS Use Only**

Verified ID

Initials

## B. Information of person(s) picking up test(s):

Name

Name #2 (if needed)

SacLink Login ID

SacLink Login ID

Select One:

Student Assistant     Department Secretary     Other

Select One:

Student Assistant     Department Secretary     Other

Semester:

Fall     Winter     Spring     Summer

Semester:

Fall     Winter     Spring     Summer

Dates:

From  To

From  To

Signature

Signature