

STUDENT REFERENCE REQUEST & FERPA RELEASE

The Family Educational Rights and Privacy Act (FERPA) prohibits an educational institution from releasing confidential, nondirectory information about a student without a student's consent. You can waive this right for faculty and staff when you ask them to write letters of recommendation to serve as a professional reference.

Use this form to authorize an individual to use your education records as appropriate to provide requested information. It is your responsibility to identify any information you do not wish to have released. This authorization is effective until you withdraw it by resubmitting this form or notifying the individual in writing.

I, _____, request _____
(Student Name) (Faculty Member)

to serve as a reference for me. The purposes of this reference are:

- Application for employment
- Scholarship or honorary award
- Admission to another educational institution

The reference may be given in the following form(s) (check one or both):

- Written
- Oral

The reference may be released to (check all relevant):

- All prospective employers, or
- Specific employers (list here or on reverse)

- All educational institutions, or
- Specific educational institutions (list here or on reverse)

- All organizations considering me for scholarship or award, or
- Specific organizations considering me for scholarship or award (list here or on reverse)

As to the written reference:

- I waive my right to review it, or
- I do NOT waive my right to review it

I authorize the above named person to release information about me and evaluate my performance in class, including the grade I received, in accordance with my selections above.

Student Name

Vandal #

Signature

Date

Students are required to return the original, signed copy of this form to the faculty member prior to obtaining any reference