



Student Reference Request and FERPA Release

The Family Educational Rights and Privacy Act (FERPA) prohibits an educational institution from releasing confidential, non-directory 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. Students seeking to have faculty or staff member complete recommendations must fill out this form and submit it to the faculty or staff member (this form may not be faxed).

I, _____, request _____

to serve as a reference for me for the purpose(s) of:

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

Written Oral

This reference may be released to (check all that apply):

All prospective employers or A specific employer (*list below*)

Name of Employer: _____

Address: _____

All educational institutions or A specific educational institution (*list below*)

Name of Educational Institution: _____

Address: _____

All organizations considering me for scholarship or award or A specific organization considering me for scholarship or award (*list below*)

Name of Organization: _____

Address: _____

Check one:

I waive my right to review this letter. I do not waive my right to review this letter.

I authorize the above named person to release information about me and provide evaluation about my performance in the class, including the grade(s) received in that effort. This consent shall remain in effect until revoked.

Print Name: _____ Student ID#: _____

Signature: _____

Date: _____

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