

PEPPERDINE | CARUSO
SCHOOL OF LAW

FERPA Student Release for Reference and Letter of Recommendation

Instructions: Students, please read and fill out the appropriate sections of this form before delivering it to the evaluating faculty or staff member.

Student name (print):

CWID:

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), I, the undersigned, hereby authorize _____ (*faculty/staff member name*) to write a letter of recommendation or otherwise serve as my reference. S/He is permitted to discuss my educational record, including my academic performance and other educational or professional activities of which s/he is aware.

The purpose of the information to be released (check all applicable spaces)

- Application for employment
 Admission to another education institution
 Other (please specify)

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

Written **Verbal**

The information should be released to (check all applicable spaces):

1. all prospective employers OR specific employers (*attach contact information*)
2. all educational institutions to which I seek admission OR specific educational institutions (*attach contact information*)
3. all organizations considering me for an award or scholarship OR specific organizations (*attach contact information*)

This authorization to provide references is valid for one (1) year from the date of my signature below, unless I specify an earlier ending date as follows:

Alternative end date: _____

Note: Under the Family Educational and Privacy Rights Act, 20 U.S. C. 1232(g), you may, but are not required to, waive your right of access to confidential references given for any of the purposes listed on this form above. If you waive your right of access, the waiver remains valid indefinitely.

I waive my right of access

Signature

Date