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