Student Reference Request and FERPA Release

I, ___________________________ request __________________________ 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 (check one or both):

- Written
- Oral

I authorize the above named person to release information about and provide evaluation about my performance in the class, including the grade received in that effort.

This letter may be released to either:

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

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

All organizations considering me for scholarship or award or

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

I (check one): [ ] Do [ ] Do not waive my right to review this letter

__________________________________________  ____________________________
Student’s Signature                          Date

__________________________________________  ____________________________
Student’s Printed Name                        Student ID#