

## STUDENT REFERENCE REQUEST AND FERPA RELEASE

**Note: maintain a copy of this form with the student's education record(s), together with any letters of reference provided**

Student name (please print): \_\_\_\_\_

I request \_\_\_\_\_ to serve as a reference for me.

The purpose(s) of the reference are: (check all applicable spaces)

\_\_\_\_\_ application for employment

\_\_\_\_\_ all forms of scholarship or honorary award

\_\_\_\_\_ admission to another education institution

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

\_\_\_\_\_ written \_\_\_\_\_ oral

I authorize the above person to release information from my education records at Goucher College to the following third parties (check all applicable spaces):

1. \_\_\_ all prospective employers OR  
\_\_\_ specific employers (list on reverse side)
2. \_\_\_ all educational institutions OR  
\_\_\_ specific educational institutions to which I seek admission (list on reverse side)
3. \_\_\_ all organizations considering me for an award or scholarship OR  
\_\_\_ specific organizations (list on reverse side)

I understand further that: (1) I have the right not to consent to the release of my education records; (2) this consent shall remain in effect until revoked by me, in writing, and delivered to the above employee, but that any such revocation shall not affect disclosures previously made by said employee prior to employee's receipt of any such written revocation.

I \_\_\_\_\_ waive \_\_\_\_\_ do not waive my right under FERPA to review and receive a copy of any reference provided pursuant to this authorization. I understand that if I waive the right to review and receive a copy of this reference, that I will not have the right to inspect such a document at a later date.

Student signature \_\_\_\_\_

Date \_\_\_\_\_