

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 purposes 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.