

REFERENCE REQUEST AND STUDENT AUTHORIZATION

Student Name: _____

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 and provide an evaluation about any and all aspects of my academic performance at North Central State College to the following: (check all applicable spaces)

- | | | | |
|----|--|----|--|
| 1. | all prospective employers | OR | specific employers (list below) |
| 2. | all educational institutions I will apply for admission | OR | specific educational institutions (list below) |
| 3. | all organizations considering me for an award or scholarship | OR | specific organizations (list below) |

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: Ending date: _____

NOTE: Under the Family Educational Rights and Privacy 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. Check the appropriate space below:

I waive my right of access to references about me.

I do not waive my right of access to references about me.

Name (include birthdate): _____ Date: _____