

STUDENT REFERENCE REQUEST AND FERPA RELEASE

Student name:

I request

to serve as a reference for me. The purpose(s) of the reference are (check all applicable boxes):

Application for employment

All forms of scholarship or honorary award

Admission to another educational institution

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

Written

Oral

I authorize the above person to release information and provide an evaluation about any and all information from my education records at NDSU, including information pertaining to my education at other institutions I have previously attended which is a part of my education records at NDSU, deemed necessary by said employee to provide the above reference (check all applicable boxes):

1. All prospective employers, or
Specific employers (list)
2. All educational institutions, or
Specific educational institutions to which I seek admission (list)
3. All organizations considering me for an award or scholarship, or
Specific organizations (list)

I understand further that: 1) I have the right not to consent to the release of my education records; 2) I have a right to receive a copy of any written reference upon request; 3) and that 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 the employee's receipt of any such written revocation.

Student's Signature

Date