



# Student Reference Request and FERPA Release

## DEPARTMENT OF BIOLOGY, CHEMISTRY AND ENVIRONMENTAL SCIENCE

The Family Educational Rights and Privacy Act (FERPA) prohibits an educational institution from releasing confidential non-directory information about a student without a student's consent. You can waive this right for faculty and staff members when you ask them to write letters of recommendation or to serve as a professional reference.

Use this form to authorize an individual to use your education record as appropriate to provide requested information. It is your responsibility to identify with the Office of the Registrar any information you do not wish to have released. This authorization is effective until you withdraw it in writing with the Office of the Registrar or notify the individual in writing.

I, \_\_\_\_\_, request \_\_\_\_\_  
(Student name – please print) (Faculty member – please print)

to serve as a reference for me. The purposes of this reference are:

- Application for employment
- Admission to an educational institution
- Scholarship or honorary award

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

- Written
- Oral

This letter may be released to: (check all that apply)

- All prospective employers **or**  Specific employer (*specify below*)
- All educational institutions **or**  Specific educational institution (*specify below*)
- All organizations considering me for scholarship or award **or**
- Specific organization considering me for scholarship or award (*specify below*)

Please send Letter of Recommendation to:

Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_

- I waive my right to review this letter.
- I do not waive my right to review this letter.

**I authorize the above named person to release information and provide evaluation about me including my performance in the classroom as well as the grade received in that effort.**

Student Name	CNU ID Number	Student Signature	Date
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***Students are required to return the original, signed copy of this form to the faculty member prior to obtaining the reference.***