Reference Request and FERPA Release

Student Name (*please print*): _____

I request_____ to serve as a reference for me. The purpose(s) of the reference is (are) (*check all that apply*):

_____ application for employment
_____ all forms of scholarship or honorary awards
_____ admission to another education institution

The reference may be given in the following form(s):

_____ written _____ oral

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

1. _____ all prospective employers OR _____ specific employers (*list on reverse*)

2. _____ all educational institutions to which I seek admission OR _____ specific educational institutions (*list on reverse*)

3. _____ all organizations considering me for an award or scholarship OR _____ specific organizations (*list on reverse*)

I understand further that: (1) this consent shall remain in effect until revoked by me, in writing, and delivered to the above employee, but that such revocation shall not affect disclosures previously made by said employee prior to the employee's receipt of any such written revocation; (2) I have the right to receive a copy of any written reference upon request, unless otherwise waived; and (3) I have the right not to consent to the release of my education records.

_____ _____
Student's Signature Date