

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