

REFERENCE RELEASE FORM

EMPLOYEE/STUDENT NAME (please print) _____

I request _____ to serve as a reference for me.

The purpose of the reference is (check all applicable spaces):

- | | |
|---|---|
| <input type="checkbox"/> Application for employment | <input type="checkbox"/> Admission to another educational institution |
| <input type="checkbox"/> All forms of scholarships or honorary awards | <input type="checkbox"/> Other: |

I authorize the above individual to disclose any information, positive and/or negative, concerning my employment/class performance to any of the third parties selected below. This may include but is not limited to salary, attendance, personal history, quality of work performance, courses taken, grades received in particular courses, GPA, and/or disciplinary information. I release Kirkwood and any accredited representative of Kirkwood from any and all liability for damages of any kind and nature which may result from compliance or attempts to comply with this authorization. I understand that the information released will be honest, accurate, and consistent with my work as an employee/student.

Check all that apply:

- All prospective employers
- The following specific employer(s):

- All educational institutions to which I seek admission
- The following specific educational institution(s) to which I seek admission:

- All organizations considering me for an award, grant, scholarship, etc.
- The following specific organization(s) considering me for an award, grant, scholarship, etc.:

Other: _____

I waive / do not waive (circle one) my right under FERPA* to review and receive a copy of any reference provided pursuant to this authorization. I understand that if I waive the right to review and receive a copy of this reference, I will not have the right to inspect such document at a later date. **Student Initials:** _____

EMPLOYEE/STUDENT SIGNATURE: _____

k-number: _____

Date: _____

* FERPA is the Family Educational Rights and Privacy Act of 1974. It ensures the student's right to the privacy of their educational records. By waiving your rights, you are giving the educational institution permission to release additional information, other than the directory information specified by FERPA. Revoking these rights means that you are withdrawing your permission to release information gained in the educational setting.