

Michigan State University
Family Educational Rights and Privacy Act (FERPA) and
MSU's Guidelines Governing Privacy and Release of Student Records
<http://www.reg.msu.edu/ROInfo/Notices/PrivacyGuidelines.asp>

STUDENT REFERENCE REQUEST RELEASE

Student Name (please print) _____

I request _____ to serve as a reference for me. The purpose(s) of the reference is/are (check all applicable spaces):

- 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) (check one or both spaces):

- written oral

I authorize the above person to release information and provide an evaluation about any and all information from my educational records at Michigan State University to (check all applicable spaces):

- all** prospective employers
- OR**
- specific** prospective employers: _____
- _____

- all** educational institutions
- OR**
- specific** educational institutions: _____
- _____

- all** organizations considering me for an award or scholarship
- OR**
- specific** organizations considering me for an award or scholarship: _____
- _____

I understand that (1) I have the right not to consent to the release of my education records; (2) I have the right to receive a copy of such records upon request; (3) and that this consent shall remain in effect until revoked by me, in writing, and delivered to Michigan State University, but that any revocation shall not affect disclosures previously made by Michigan State University prior to the receipt of any such written revocation.

Student's Signature

Date