



## STUDENT REFERENCE REQUEST AND FERPA RELEASE

Student name (please print): \_\_\_\_\_

I request \_\_\_\_\_ to serve as a reference for me.

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

- application for employment  
 scholarship or honorary award  
 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 education records at LCC, including information pertaining to my education at other institutions I have previously attended which is a part of my education records at LCC, deemed necessary by said employee to provide the above reference. *(check all applicable spaces)*

1.  All prospective employers OR
2.  All educational institutions OR
3.  All organizations considering me for an award or scholarship OR
4.  The following employers, educational institutions and/or organizations considering me for an award of scholarship.

\_\_\_\_\_  
\_\_\_\_\_

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

I waive (  ), do not waive (  ) - *check one* – my right to see the recommendation or other information prepared pursuant to this release.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date