

Minnesota State College Southeast

REFERENCE REQUEST AND STUDENT AUTHORIZATION

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

_____ all forms of 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 aspects of my student employment and/or academic performance at the Minnesota State College Southeast the following: (check all applicable spaces)

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

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

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

This authorization to provide references is valid for one (1) year from the date of my signature below, unless I specify an earlier ending date as follows:

Ending date: _____

NOTE: Under the Family Educational and Privacy Rights Act, 20 U.S.C. 1232(g), you may, but are not required to waive your right of access to confidential references given for any of the purposes listed on this form above. If you waive your right of access, the waiver remains valid indefinitely. Check the appropriate space below:

_____ I waive my right of access to references about me.

_____ I do not waive my right of access to references about me.

Signature

Date