



Student Reference Request and FERPA Release

I, _____ request _____
(Student name – please print) (Faculty member – please print)

to serve as a reference for me.

The purpose of this reference is (check all that apply):

- _____ Application for employment
- _____ Scholarship or honorary award
- _____ Admission to another educational institution

The reference may be given in the following form (check one or both):

- _____ Written
- _____ Oral

I authorize the above named person to release information about and provide evaluation about my performance in the class, including the grade received in that effort.

This letter may be released to either:

- _____ All prospective employers *or*
- _____ Specific employers (*list on supplemental page*)

- _____ All educational institutions *or*
- _____ Specific educational institutions (*list on supplemental page*)

- _____ All organizations considering me for scholarship or award *or*
- _____ Specific organizations considering me for scholarship or award (*list on supplemental page*)

I (check one): Do Do not waive my right to review this letter

Student's Signature

Date

Student's Printed Name

Student ID#

IMPORTANT: Students are required to return the Student Reference Request and FERPA Release form and any supplemental pages to the Registrar at the NCAT campus and a provide a copy to the faculty member prior to obtaining the reference.



Student Reference Request and FERPA Release Supplemental Page

I authorize the specified faculty member on the attached Student Reference Request and FERPA Release form to release information about and provide evaluation about my performance in the class, including the grade received in that effort to the specified employer, institution and/or organization below.

Specific employers:

Specific Educational Institutions:

Specific Organizations considering me for a scholarship or award:

Student's Signature

Date

Student's Printed Name

Student ID#

IMPORTANT: Students are required to return the Student Reference Request and FERPA Release form and any supplemental pages to the Registrar at the NCAT campus and provide a copy to the faculty member prior to obtaining the reference.