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:

_____________________________________________ ______________________

_____________________________________________ ______________________

_____________________________________________ ______________________

_____________________________________________ ______________________

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Student’s Signature                   Date

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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.

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