

Student Reference Request/FERPA Release



Under the protection of **FERPA** (Family Educational Rights and Privacy Act of 1974), DigiPen will not release any information pertaining to a student's academic records, including information pertaining to education at other institutions, unless permission for a member of DigiPen's faculty or administrative staff to serve as a reference in written and/or oral form is indicated by the student by completing and turning in the Student Reference Request/FERPA Release form.

Student Full Name:

Student ID:

I request to serve as a reference for me.

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Check all that apply:

The **purpose** of the reference is:

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

The reference may give my information **in the following format** to inquiring personnel:

- Written
- Oral

I authorize the above DigiPen employee(s) to serve as a reference and release **any information** about my educational records at DigiPen Institute of Technology considered necessary by the reference(s), including information pertaining to my education at other institutions, to **the following entities**:

- All prospective employers.
- All educational institutions
- All organizations considering me for an award or scholarship. **OR**
- Only** the following employers, educational institutions and/or organizations considering me for an award or 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 a copy of any written reference upon request; (3) This consent will remain in effect until revoked by me in writing and delivered to the above employee(s) and the Office of the Registrar. Any revocation will not affect the disclosures previously made by the employee(s) prior to the employee(s) and the Office of the Registrar's receipt of the written revocation.

Check one:

(Please be aware that should you choose to **not waive** your right to see the recommendation or other information prepared in accordance with this release **and** should you choose to allow the reference to give your information in **oral form**, the Office of the Registrar will ask you to provide some kind of proof of your plan to be in attendance at the time the reference is verbally given.)

- I waive... **OR**
- I do not waive...

... my right to see the recommendation or other information prepared in accordance with this release.

Student Signature:

Date: