CHRISTOPHER NEWPORT UNIVERSITY

OFFICE OF THE REGISTRAR

Student Reference Request and FERPA Release

The Family Educational Rights and Privacy Act (FERPA) prohibits an educational institution from released confidential, non-directory information about a student without a student's consent. You can waive this right for faculty and staff when you ask them to write letters of recommendation to serve as a professional reference.

Use this form to authorize an individual to use your education records as appropriate to provide requested information. It is your responsibility to identify any information you do not wish to have released. This authorization is effective until you withdraw it by resubmitting this form or notifying the individual in writing.

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

to serve as a reference for me. The purposes of this reference are:

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

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

This letter may be released to either:
☐ All prospective employers *or*
☐ Specific employers *(list on reverse)*
☐ All educational institutions *or*
☐ Specific educational institutions *(list on reverse)*
☐ All organizations considering me for scholarship or award *or*
☐ Specific organizations considering me for scholarship or award *(list on reverse)*

☐ I waive my right to review this letter.
☐ I do not waive my right to review this letter.

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.

Student Name	CNU ID Number	Student Signature	Date

Students are required to return the original, signed copy of this form to the faculty member, prior to obtaining the reference.