

Family Educational Rights and Privacy Act (1974)
Student Consent: Request for Reference or Recommendation
St. Olaf College
February 2010

If the student is requesting a letter of recommendation / reference for:

- (1) admission to another school;*
- (2) application for employment; or*
- (3) in connection with the student's consideration for an honor or award external to St. Olaf College;*

*then the student must complete **two (2) copies** of **one** the following:*

- Student Waiver: Confidential Reference or Recommendation Form*
- or*
- Student Consent: Request for Reference or Recommendation Form.*

The Faculty/school official cannot complete the requested recommendation until s/he and the Registrar's Office receive one of the two forms.

If the student chooses to waive access to the recommendation by completing the Student Waiver Form, one copy of the form must be given to the Registrar's Office, Tomson Hall 149, and one copy must be given to the faculty or other school official providing the recommendation. Note that the student may choose to authorize a confidential recommendation / reference to cover more than one instance of the recommendation / reference by the same school official for either a given set of institutions or a set time frame (6 months).

*If the student chooses not to waive access to the recommendation, s/he must complete the Student Consent form. In that case, the student must complete **two (2) copies** of Student Consent: Request for Reference or Recommendation form and give both copies to the faculty / College official providing the reference/ recommendation. In addition to sending the letter of recommendation / reference to the intended recipient, the faculty / College official must then attach one copy of the reference / recommendation letter to one form and give the copy of the letter and form to the Registrar's Office. The College official must then keep the other copy of the letter and form.*

The faculty / College official retains discretion whether to provide a reference / recommendation requested by a student.

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Date: _____

To: _____
(Faculty/Staff Member Name)

From: _____
(Student Name)

I give you permission to review, quote, and give other information as needed from my official St. Olaf College transcript and from my other education records held by the College to the parties identified below.

Identify the purpose of the disclosure (check all that apply):

- Writing a letter of recommendation or reference;
- Filling out the attached reference/recommendation form;
- Completing an evaluation form;
- Releasing information verbally; and/or
- Other (Specify) _____

Identify or describe the records the College is authorized to disclose:

List names, addresses, and phone numbers of the parties to whom disclosure may be made:

(Attach list of additional names)

This request must be fulfilled by _____ (Date)

Student Signature: _____ Date: _____

Please Print Name: _____ Student No.: _____

"By signing below, I understand that the recommendation/reference will not be confidential, and that this student reserves the right to review it at a future time."

Signed, _____ Date: _____