



Student Request for Reference/Recommendation/Evaluation, FERPA Release, and Release of Liability

Instructions to Student:

Students requesting a letter of reference or recommendation or evaluation from a faculty or staff member at Ozark Christian College must sign a release if the document is to contain any details that are considered educational records. Students must complete and sign this form and then forward it to the person providing the reference/recommendation/evaluation.

Student's name (printed): _____ Student ID number: _____

I request (faculty or staff name) _____ to serve as a reference for me.

The purpose(s) of the reference/recommendation/evaluation is (are) to support: *(Check all applicable spaces.)*

Application for employment

Application for admission to another educational institution

Application for scholarship, honor, or award

Other: _____

The reference/recommendation/evaluation may be given in the following form(s): *(Check one or both spaces.)*

Written

Oral

I authorize the above-named person to provide an evaluation of my academic performance, which may be based on personal observations or which may be based upon my educational record. I further authorize the above-named person to report details from the following: *(Check all applicable spaces.)*

All educational records *[If this item is checked, you do not need to check individual items below.]*

Records from Ozark Christian courses that appear on my transcript (grades, GPA, courses taken, etc.)

Records of performance within the following program(s): _____

Records concerning courses and grades at other institutions that have been transferred to Ozark

Disciplinary records at Ozark

Other: _____

I authorize release of the specified information and the resulting references, recommendations, or evaluations to the individuals/institutions/organizations that I have listed on the reverse side of this form. I understand that a copy of this release will accompany documents sent to these individuals/institutions/organizations.

I understand that under the Family Educational and Privacy Rights Act: (1) I have the right *not* to consent to the release of information from my education records, except as may otherwise be permitted by the Act; (2) I have the right to review my educational records, including letters of reference; although (3) I may, but am not required to, waive my right of access to letters of reference or evaluation given for any of the purposes indicated on this document.

The person providing the recommendation and the person receiving it should know that I have made the following choice:

I waive my right of access to documents and the letter produced in response to requests on this form.

I do *not* waive my right of access to documents and the letter produced in response to requests on this form.

This consent shall remain in effect until revoked by me in writing and delivered to the above-named person, but any such revocation shall not affect disclosures made prior to the person's receipt of my written revocation.

I release Ozark Christian College, its employees, and the person(s) providing the above described reference or evaluation from all claims and liability for damages that may result from their compliance with this request.

Student's signature: _____ Date: _____

Note to parties receiving references/recommendations/evaluations written in response to this release: The information provided to you is confidential. You and your agents cannot permit any other party access to this record without the written consent of the student.

Please include with this document any evaluation forms that are to be used.

[illegible]

- 1) If comments are limited solely to personal observations and do not include any personally identifiable information that is a part of the student's educational records that are maintained by you or by others at the College, a release is not required, but is recommended
- 2) Some types of information [e.g., *dates of attendance, classification, majors/minors, participation in official activities, degrees, honors & awards*] are "directory information" and do not require the student's permission to be released.
- 3) If you agree to provide a letter, you may request that the student waive his/her right to view what you write. However, the waiver may **not** be required as a condition for admission to or receipt of a service or benefit from the College or from another institution. A copy of the front side of this release, which will indicate whether or not the student has waived his/her right to view its contents, should be included with any documents sent to third parties.
- 4) This release and any documents that result from the requests on this form are considered part of the student's educational record, and copies must be retained as long as the College retains educational records for the student.

Student's name (printed): _____ Student's Initials: _____