



Student Reference Request & FERPA Release

The Family Educational Rights and Privacy Act (FERPA) prohibits an educational institution from releasing 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 serve as a professional reference (written or oral).

Utilize this form to request and authorize an employee of Clemson University to provide FERPA protected educational information as appropriate to requested recipients. It is your responsibility to identify any information you do not wish to have released. You are also responsible for completing this form and providing a signed copy to the faculty or staff member providing the reference.

Student Full Name (print): _____ CUID# _____

Request for (Faculty/Staff Member Name): _____

I request that the above stated faculty/staff member serve as a reference for me for the purpose of (check all that apply):

- Application for employment
- Admission to another educational institution
- Scholarship or award

The reference may be given in the following form: Written Oral Both

A reference may be released to (check all that apply):

- All prospective employers Specific employers (list on back)
- All educational institutions Specific educational institutions (list on back)
- All organizations considering me for scholarship or award
- Specific organizations considering me for scholarship or award (list on back)

I (check one): waive my right to review this letter
 do not waive my right to review this letter

I authorize the above-named person to provide an evaluation of any aspect of my academic performance, whether based on personal observation or on my education records at Clemson University, and to release information from my education records, including my grades, GPA, class rank, any information pertaining to my education at other institutions I have previously attended, and any other personally identifiable information.

I release the University, its employees and the person providing the above-described reference or evaluation from all claims and liability for damages that may result from their compliance with this request. This Consent shall remain in effect until revoked. A copy of this Consent shall have the same force and effect as the original.

Student signature: _____ Date: _____