


AUTHORIZATION for REFERENCE/RECOMMENDATION

This form is for school officials (faculty or staff members) that have been asked by past or current Grinnell College students to serve as a reference or supply a recommendation (written or oral) to a third party.

Under FERPA (the Family Educational Rights and Privacy Act of 1974), students may—*but are not required to*—waive their right to inspect and review or request amendment to confidential letters of reference or recommendation, however, school officials may decline a request if a waiver is not in place. Please note that should the student choose to waive their federal rights under FERPA, the waiver remains valid indefinitely.

I, _____, request that
(Student Name – please print)

_____ serve as a reference for me.
(Name of Individual Providing Reference/Recommendation – please print)

The purpose(s) of the reference is/are:

Check all that apply: application for employment admission to another institution for an award, grant, scholarship, etc.

other: _____

The reference may be provided:

Check all that apply: in writing orally

I authorize the above individual to disclose to any of the third parties selected below any portion of my educational record (including but not limited to the names of courses taken, grades received in particular courses, GPA, and student employment details) and to provide an evaluation of any or all aspects of my performance at Grinnell College:

Check all that apply: all prospective employers

the following specific employer(s): _____

all educational institutions to which I seek admission

the following specific educational institution(s) to which I seek admission: _____

all organizations considering me for an award, grant, scholarship, etc.

the following specific organizations considering me for an award, grant, scholarship, etc.: _____

other: _____

I waive my rights under FERPA to inspect and review or request amendment to this reference/recommendation.

Select one: Yes No

I have read, understand, and agree to the terms detailed on this form:

Student Signature: _____ Date: _____

The individual serving as reference or providing the Letter of Reference/Recommendation should retain this signed waiver in their files.