



**FREEDOM OF INFORMATION
AND PROTECTION OF PRIVACY**

Student Records Reference Request Form

I, _____ request that _____ write a letter of reference or respond to a reference check on my behalf.

I understand that _____ will have to disclose personal information regarding myself including grades and personal characteristics, in order to write a letter of reference or respond to a reference check on my behalf and I agree to this disclosure.

I agree to the disclosure of my personal information:

Only to the following individuals or organizations.

To all requests for references.

This consent will be effective for one year after the signature date.

Signature _____

Date _____