



TEXAS SOUTHERN UNIVERSITY

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Reference Request & FERPA Release

Student/Former Student Name: _____

I request _____ to serve as a reference for me for the following purposes: (please check all that apply)

- checkbox application for employment
checkbox scholarship or award
checkbox admission to another educational institution

The reference may be given in the following form (s): (please check one or both spaces)

- checkbox written
checkbox oral

I authorize the above-named person to release information and provide an evaluation about any and all information from my educational records at the above-referenced institution, including information pertaining to my education at other institutions I have previously attended that is part of my educational record at the above-referenced institution, as deemed necessary by the above-named person to provide the reference to: (please check all that apply)

- checkbox all prospective employers OR checkbox specific employers (please list on reverse side)
checkbox all educational institutions OR checkbox specific educational institutions (please list on reverse side)
checkbox all organizations considering me for an award or scholarship OR checkbox specific organizations (please list on reverse side)

I understand further that:

- 1. I have the right not to consent to the release of my education records;
2. This consent shall remain in effect until revoked by me, in writing, and delivered to the above-named person to whom this release is granted, but that such revocation shall not affect disclosures previously made by the above-named person prior to receipt of any such written revocation.

I checkbox waive (OR) checkbox do not waive (check one) my right under FERPA to review and receive a copy of any reference provided pursuant to this authorization. I understand that if I waive the right to review and receive a copy of this reference, that I will not have the right to inspect such a document at a later date.

Student/Former Student Signature _____

Date _____

Note: Modification of this Form requires approval of OGC