

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	t: (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 Written Oral	n(s): (Check one or both spaces.)
I authorize the above-named person to provide an evaluation of my academic observations or which may be based upon my educational record. I further aut following: (<i>Check all applicable spaces</i> .)	
	rades, GPA, courses taken, etc.) been transferred to Ozark
I authorize release of the specified information and the resulting references, re individuals/institutions/organizations that I have listed on the reverse side of the accompany documents sent to these individuals/institutions/organizations.	
I understand that under the Family Educational and Privacy Rights Act: (1) I I from my education records, except as may otherwise be permitted by the Act; including letters of reference; although (3) I may, but am not required to, waiv given for any of the purposes indicated on this document.	(2) I have the right to review my educational records,
The person providing the recommendation and the person receiving it should I waive my right of access to documents and the letter produced in res I do <i>not</i> waive my right of access to documents and the letter produced.	sponse to requests on this form.
This consent shall remain in effect until revoked by me in writing and delivered shall not affect disclosures made prior to the person's receipt of my written re-	
I release Ozark Christian College, its employees, and the person(s) providing claims and liability for damages that may result from their compliance with the	
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.

Provide names, mailing addresses, fax numbers, and/or email addresses of the individuals/institutions/organizations to whom you want the information to be sent. The law allows that you may specify "classes" of recipients instead of listing every recipient individually. For example, you might say, "All graduate schools to which I am applying for admission" or "Every church at which I am seeking employment" or a similar statement. You will still need to provide a detailed list to the faculty or staff person providing your reference.	
Please include with this document any evaluation forms that are to be used.	
Notes to Faculty/Staff Member: 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:	