

Family Educational Rights and Privacy Act (1974)
Student Waiver: Confidential Reference or Recommendation
St. Olaf College
February 2010

If the student is requesting a letter of recommendation / reference for:

- (1) admission to another school;*
- (2) application for employment; or*
- (3) in connection with the student's consideration for an honor or award external to St. Olaf College;*

*then the student must complete **two (2) copies** of **one** the following:*

- Student Waiver: Confidential Reference or Recommendation form*
- or*
- Student Consent: Request for Reference or Recommendation form.*

The Faculty/school official cannot complete the requested recommendation until s/he and the Registrar's Office receive one of the two forms.

If the student chooses to waive access to the recommendation by completing the Student Waiver Form, one copy of the form must be given to the Registrar's Office, Tomson Hall 149, and one copy must be given to the faculty or other school official providing the recommendation. Note that the student may choose to authorize a confidential recommendation / reference to cover more than one instance of the recommendation / reference by the same school official for either a given set of institutions or a set time frame (6 months).

*If the student chooses not to waive access to the recommendation, s/he must complete the Student Consent form. In that case, the student must complete **two (2) copies** of Student Consent: Request for Reference or Recommendation form and give both copies to the faculty / College official providing the reference/ recommendation. In addition to sending the letter of recommendation / reference to the intended recipient, the faculty / College official must then attach one copy of the reference / recommendation letter to one form and give the copy of the letter and form to the Registrar's Office. The College official must then keep the other copy of the letter and form.*

The faculty / College official retains discretion whether to provide a reference / recommendation requested by a student.

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Student Waiver Relating to Confidential Reference or Recommendation
St. Olaf College
February 2010

I am requesting _____ (name College official) to provide a confidential recommendation and/or reference in connection with (check all that apply):

- My application for admission to another educational institution.
- My application for employment.
- My consideration for an honor or award.

I understand that the recommendation/reference may include information from my St. Olaf College transcript and from other education records held by the College. I also understand that the recommendation/reference will be confidential, and I waive any right I may have had to review it.

The following is the scope of my authorization to provide a confidential recommendation and/or reference:

I authorize recommendations/references be provided to representatives of the following institutions and/or entities:

OR

I authorize recommendations/references be provided in response to any requests received by the above-identified College official for up to 6 months following the date of my signature below.

Student Signature: _____ Date: _____

Please Print Name: _____ Student No.: _____