

Student Reference Request Form

Student Name (please print): _____

I hereby grant permission for _____ to serve as a reference for me. The purpose(s) of the reference is/are: (check all applicable spaces)

_____ Application for employment

_____ Scholarship or honorary award

_____ Admission to another educational institution

_____ I authorize the above person to release information from my education records at Parkland College.

_____ I authorize the above person to release information regarding my job performance.

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

_____ Written _____ Verbal

_____ I waive my right to see the recommendation or other information prepared pursuant to this release.

I understand that: (1) I have the right not to consent to the release of my education records; (2) I have a right to receive a copy of any written reference upon request; and (3) that this consent shall remain in effect until revoked by me, in writing, to the above reference.

Student's Signature

Date