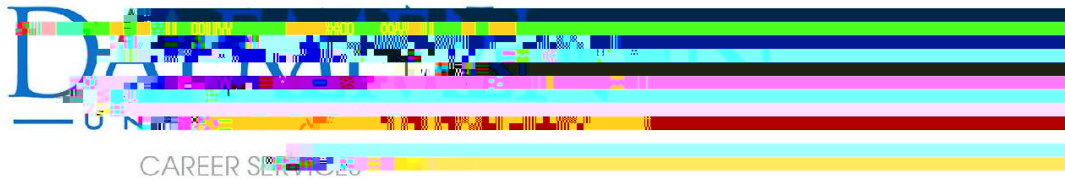


Some guidelines when acting as a reference for students

Faculty may be asked by a student to provide an oral or written recommendation or serve as a reference. This memo provides some points for consideration. As an example, one might wonder what information am I allowed to disclose or whether I can be subject to charges of defamation based upon my comments.

Faculty who include information regarding a student's education record i.e. student's GPA or grades are required to obtain the signed written consent of the student prior to the disclosure as noted in the Family Educational Rights and Privacy Act (FERPA). Under FERPA, students (1) have the right not to consent to the release of their educational records, (2) have the right to receive a copy of any written references upon request and (3) may, but are not required to waive their rights to access of confidential references.

The



## Daemen University Reference Request

Student/ Former Student Name: \_\_\_\_\_

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

- ... application for internship
- ... application for employment
- ... scholarship or award
- ... admission to another educational institution
- ... character support

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

- ... written
- ... oral

I authorize the above named person to release information and information el