

## FERPA Release/Release of Liability

Your Name: \_\_\_\_\_ UAA ID: \_\_\_\_\_  
(Please print or type)

I request: \_\_\_\_\_ serve as a reference for me.  
(Name of person you are asking for reference)

The purpose(s) of the reference: \_\_\_\_\_ Application for employment  
(Check all that apply) \_\_\_\_\_ All forms of scholarship or honorary award  
\_\_\_\_\_ Admission to another education institution

The reference may be given in the following forms(s): \_\_\_\_\_ Written  
(Check all that apply) \_\_\_\_\_ Oral

I authorize the above named person to provide an evaluation of any aspects of my academic performance, whether based on personal observation or on my education records at the University of Alaska, and to release information from my education records, including my:

- Grades      ▪ GPA      ▪ Class rank      ▪ Disciplinary actions
- Any information pertaining to my education at other institutions I have previously attended
- Any other personally identifiable information whether or not contained in my education records.

I authorize release of this information and reference or evaluation to: (Check all that apply)

- \_\_\_\_\_ All prospective employers  
OR  
\_\_\_\_\_ Specific employers (Provide names/addresses on recommendation/reference request form)
- \_\_\_\_\_ All educational institutions to which I seek admission  
OR  
\_\_\_\_\_ Specific educational institutions (Provide names/addresses on recommendation/reference request form)
- \_\_\_\_\_ All organizations considering me for award(s) or scholarship(s)  
OR  
\_\_\_\_\_ Specific organizations (Provide names/addresses on recommendation/reference request form)

I understand that under the Family Educational Rights and Privacy Act (FERPA), 20 USC 1232g: (1) I have the right not to consent to the release of my education records; (2) I have the right to receive a copy of any written reference upon request; and (3) I may, but am not required to, waive my right of access to confidential references given for any of the purposes listed above.

- \_\_\_\_\_ I waive my right of access to references given by the above-named person.  
\_\_\_\_\_ I do not waive my right of access to references given by the above-named person.

This consent shall remain in effect until revoked by me, in writing, and delivered to the above-named person, but any such revocation shall not affect disclosures made prior to the person's receipt of my written revocation.

I release the University of Alaska, its current or former board members, officers, directors, agents, employees and the person(s) providing the above described reference or evaluation from all claims and liability for damages that may result from their compliance with this request.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date