

## REFERENCE RELEASE FORM

Employee/Student name (please print): \_\_\_\_\_

I request \_\_\_\_\_ to serve as a reference for me.

The purpose(s) of the reference are: (check all applicable spaces):

\_\_\_\_\_ Application for employment

\_\_\_\_\_ All forms of scholarship or honorary award

\_\_\_\_\_ Admission to another education institution

\_\_\_\_\_ Other: \_\_\_\_\_

I, \_\_\_\_\_ authorize the release of information identified herein to prospective employers upon their request for an employment reference.

\_\_\_\_\_ Tardiness/absenteeism

\_\_\_\_\_ Use of leave privileges

\_\_\_\_\_ Work relationships with co-workers and the public

\_\_\_\_\_ Details concerning work habits

\_\_\_\_\_ Quality of work performance (rating on performance evaluation)

I understand that the information released will be honest, accurate, and consistent with my work as a student.

I waive /  I do not waive (check one) my right under FERPA\* to review and receive a copy of any reference provided pursuant to this authorization. I understand that if I waive the right to review and receive a copy of this reference, I will not have the right to inspect such document at a later date.

I authorize the release of any information positive and/or negative concerning my employment/class performance. This may include but is not limited to salary, attendance, personal history and/or disciplinary information. I release Kirkwood and any accredited representative of Kirkwood, from any and all liability for damages of any kind and nature which may result from compliance or attempts to comply with this authorization

Employee/student name typed or signature \_\_\_\_\_

Forms submitted without a handwritten signature must be sent from your Kirkwood email address.

k-number \_\_\_\_\_

Date \_\_\_\_\_

\*FERPA is the Family Educational Rights and Privacy Act of 1974. It ensures the student's right to the privacy of their educational records.

Kirkwood Community College shall not engage in nor allow unlawful discrimination against individuals involved in its educational programs and activities on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, religion, age, disability or actual or potential parental, family or marital status. If you have questions or complaints related to compliance with the policy please contact the Vice President of Human Resources at Kirkwood Community College, 313 Kirkwood Hall, 6301 Kirkwood Blvd., SW, Cedar Rapids, IA 52404, Telephone: 319-398-5572, Email: equity@Kirkwood.edu or the Director of the Office for Civil Rights U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Telephone: 312-730-1560, Fax: 312-730-1576, Email: OCR.Chicago@ed.gov.

Kirkwood Community College shall not engage in nor allow unlawful discrimination against any employee or applicant for employment. This includes all employment practices, hiring practices, and unwelcome harassment of applicants or employees based on race, color, national origin, creed, religion, sex, sexual orientation, gender identity, age, disability, genetic information or actual or potential parental, family or marital status. If you have questions or complaints related to compliance with the policy please contact the Vice President of Human Resources at Kirkwood Community College, 313 Kirkwood Hall, 6301 Kirkwood Blvd., SW, Cedar Rapids, IA 52404, Telephone: 319-398-5572, Email: equity@Kirkwood.edu or the Director of the Office for Civil Rights U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Telephone: 312-730-1560, Fax: 312-730-1576, Email: OCR.Chicago@ed.gov.