



Authorization for Release of Reference Information

In compliance with the federal Family Education Rights and Privacy Act of 1974 (FERPA), Hocking College is restricted from disclosing certain information from your student records. You may grant permission for Hocking College to disclose information about your potential as a future employee by completing this form.

Student Information *(please print clearly)*

_____	_____	_____	0	_____	_____	_____	_____	_____	_____
First Name	M.I.	Last Name	Student ID #						
_____			_____						
Mailing Address			Date of Birth (M/D/Year)						
_____			_____						
_____	_____	_____	_____						
City	State	Zip Code	Phone (including area code)						

I authorize _____ (name of faculty/staff member) to disclose information about my performance as a student at Hocking College and my potential as a future employee. I authorize this disclosure of information to:

First and Last name of Individual/Name of Agency/Employer

Mailing Address

City State Zip

Purpose for the Reference

I understand this disclosure is being made for the purpose of providing information that will be used, in part or in whole, by the above named organization or individual to assess my suitability for employment. Further, I authorize the above named Hocking College faculty or staff member to provide an honest assessment, in his/her view, of my performance as a student at the college and my potential as an employee.

This authorization is valid for one (1) year from the date of signature. However, I understand that I can revoke this authorization at any time by providing the faculty/staff member a signed, written statement regarding my desire to discontinue the authorization.

Student Signature Date

Hocking College FERPA policy regarding Student(s) Request for References: If a student requests a reference from any person employed by the College, the student must make the request in writing. The request must outline the purpose for the reference and to whom the reference should be addressed. The person supplying the reference must do so, only in writing and the reference must be addressed to a specific person. Once the instructor or person has written the reference the external envelope must state "Personal and Confidential, Only to be opened by the Addressee." This is done in order to satisfy that adequate measures have been taken to respect the confidentiality of such information.

Note: A signed Release of Information Authorization is required if the student wishes to authorize the release of official student records (such as GPA, transcript, academic progress, registration information or financial aid information) to a third party. That form is available in the Concourse, first floor of Light Hall.