



Kirkwood Community College

6301 Kirkwood Blvd SW

PO Box 2068

Cedar Rapids IA 52406

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 / do not waive (*circle 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 signature _____

K # _____

Date _____

** FERPA is the Family Educational Rights and Privacy Act of 1974. It insures the student's right to the privacy of their educational records. By waiving your rights, you are giving the educational institution permission to release additional information, other than the directory information specified by FERPA. Revoking these rights means that you are withdrawing your permission to release information gained in the educational setting.*