



Recommendation/Reference Request Form

Name of Student _____ Student ID number _____

I give permission for _____ to provide a recommendation/reference on my
(please insert District Employee's Name)

behalf for the purpose of *(please check all that apply)*:

_____ Employment

_____ Scholarship or an award

_____ Admission to another postsecondary institution

_____ Admission into a program or other educational/professional experience

_____ Other: _____
(please explain)

This recommendation/reference can be provided in the following format(s):

Verbally (i.e. Phone) Written (i.e. Letter/Recommendation Form (printed/online)) Both

This recommendation/reference can include the following information *(please check all that apply)*:

Course Grade(s) GPA Observations regarding performance in relevant course or activity

I am attaching the following to assist you in providing this recommendation/reference:

description of the opportunity current resume unofficial transcript Other: _____

Please provide this recommendation/reference to the following person or entity by _____:
(insert due date here)

Name: _____

Address: _____

Email: _____

Phone: _____

Use the reverse side of this form to add additional individuals or entities that you would like to receive a recommendation/reference.

I waive my right to review a copy of this recommendation/reference now and in the future:

Yes No I am requesting this letter for my credential file/portfolio

Signature* _____ Date _____

****By signing this form, I understand that according to the Family Education and Privacy Act that I have the right not to consent to the release of my educational records; I have the right to receive a copy of any written reference upon request unless I waive that right; and that I may waive my right to access to confidential references given for any of the purposes outlined above. Further I understand that this permission to release information regarding my educational record(s) will remain in force until I revoke it in writing.***

Please provide this recommendation/reference to the following person or entity by _____ :
(insert due date here)

Name: _____
Address: _____

Email: _____
Phone: _____

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