UNIVERSITY of HAWAI'I at MĀNOA
WILLIAM S. RICHARDSON
SCHOOL OF LAW

Last Revised: 5-9-14

FERPA Release for Reference Request

Name of Student: _____

I authorize _____ to serve as a reference for me for the

purpose(s) of _____.

I authorize the above named person to release information about me and provide an honest evaluation from his or her knowledge of my qualifications. This evaluation could be based upon my involvement in activities or organizations outside the classroom and/or my performance in his or her class(es).

If this person has access to my Law School record, I authorize him/her to provide any academic information, including but not limited to my grades, GPA, class rank, scholarships, honors, awards, and comments from other instructors and assistants.

This information may be released to (attach another sheet if there are multiple requests):

Name of institution/business _____

Address _____

City, State Zip _____

Attention_____

Waiver to view the reference- you may want to consult the individual providing the reference on their preference to keep the reference confidential or open.

__ I waive my right to review a copy of the reference at any time in the future.

__ I do not waive my right to review a copy of the reference at any time in the future.

Student Signature: _____ Date : _____

This form must be complete with an original signature. The completed form must be submitted to the individual providing the reference.

The author of the requested reference should retain this form for his/her files.