

CARLETON COLLEGE CAREER CENTER

Agreement with Alumni and Students

Confidentiality of References

The Family Educational Rights and Privacy Act of 1974 (Public Law 93-380) provides that all educational records be open to you, including references. But you may choose to waive that right if you believe that a confidential reference carries more weight than an open one. You may want to consult faculty or other reference-writers for guidance.

This information will be forwarded to persons whom you request to write references for you and also to prospective employers, educational institutions and others to whom you request copies of your references to be made available.

Please initial the option you choose:

_____ I hereby authorize the Carleton College Career Center to keep confidential as to me the information contained in the references which I have requested.

_____ I desire access to information contained in letters of references requested by me.

I further authorize the Carleton Career Center to continue to send the information I have specified to the persons or organizations I have specified:

_____ Until I have given the Career Center further notice.

_____ Until (specify date) _____.

Print Name: _____ Year _____

Signature: _____ Date: _____