

**Reference File Release Form**

Career Planning  
 206 Sisson Hall  
 The State University of New York at Potsdam  
 315-267-2344

Name (print) \_\_\_\_\_ ID# \_\_\_\_\_

Bachelor's Degree from Potsdam (will be) (was) completed: Month \_\_\_\_\_ Year \_\_\_\_\_

Master's Degree from Potsdam (will be) (was) completed: Month \_\_\_\_\_ Year \_\_\_\_\_

**Read all paragraphs before signing.****FILE CONTENTS**

The file should contain a maximum of 10 (3 to 5 reference letters are usually sufficient) pages from faculty, sponsor teachers, employers, and advisors for campus activities. Duplicating and mailing costs are based on the 10-page maximum; while more than that are too many for employers anyway, Career Planning will copy from 11 to 20 pages at double the charge for 10 or more pages. Transcripts and résumés are not included in student's Career Planning file.

**ACCESS TO THE FILE**

Career Planning is held responsible for students' files and students cannot temporarily remove any part of it from the office for any reason. However, students can examine their file in our office (with the exception of references to which they have waived their rights to access). Students can also instruct Career Planning to withhold from mailing or to destroy any reference in their file and Career Planning will comply with their instructions.

**COPIES OF REFERENCES**

This file is maintained for use with employers and graduate schools, and Career Planning is responsible for it. It is recommended that students ask the writer to provide them with an individual copy. Copies are made, upon request, from students/alumni, prospective employer, or graduate school.

**REFERENCE FILE RETENTION**

Career Planning will maintain students' files for 15 years from their graduation date.

**FILE RELEASE**

As a result of regulations implementing the Family Education Rights and Privacy Act (Buckley Amendment), Career Planning is required to have on file students' permission to release copies of their references to persons or organizations requesting to see them, if students want Career Planning to respond to such requests. If not, Career Planning will only be able to mail the students' file upon receipt of a written request along with a Reference Release Form for each set students wish to have mailed.

I hereby authorize Career Planning, The State University of New York at Potsdam, to release reference records that I establish with them. I understand that such information will be released only upon request by me or representatives of organizations involved with my future employment or further education.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date