



Student Reference Request and FERPA release

In accordance with FERPA (Family Educational Rights and Privacy Act) regulations, any student wishing a recommendation from nursing faculty will provide the following information.

Student Name (please print): _____

I request (please print nursing faculty name): _____ to serve as a reference for me and to provide requested reference in written form.

Date needed (please print): _____

The purpose of the reference (check all applicable items):

- Application for employment
- Scholarships
- Admission to another educational institution
- Other: _____

I authorize the above person to release information and provide an evaluation about any and all information from my educational records at Northern New Mexico College (NNMC) Associate Degree in Nursing (ADN) Program, including education at other institutions I have previously attended which is part of my NNMC education records to the following (please print):

1. _____
(Name and Address)
2. _____
(Name and Address)
3. _____
(Name and Address)
4. _____
(Name and Address)
5. _____
(Name and Address)

I understand that I have the right not to consent to the release of my education records; I have a right to receive a copy of any written reference upon request, and that this consent shall remain in effect until revoked by me, in writing, and delivered to the above faculty member prior the faculty members receipt of any such write revocation.

Student Signature

Date

This STUDENT REFERENCE REQUEST and FERPA RELEASE will be attached to a copy of each reference sent on behalf of the requesting student and will be maintain in the student's nursing file.