



## CAREER DEVELOPMENT CENTER

PLATTSBURGH STATE UNIVERSITY

101 Broad Street, Kehoe 202

Plattsburgh, New York 12901

Phone: (518) 564-2071 Fax: (518) 564-5080

### LETTER OF REFERENCE

STUDENT

NAME \_\_\_\_\_

(Please print)

Last

First

Middle

MAJOR FIELD OF STUDY \_\_\_\_\_ GRADUATION DATE \_\_\_\_\_

**NOTE TO THE STUDENT AND TO THE EVALUATOR:** The Family Educational Rights and Privacy Act of 1974 opens many student records for the student's inspection, including references and evaluations. The law also permits the student to waive the right to inspect references, thus making them confidential. The Career Development Center deems, to the best of our knowledge, that the content of a reference marked *confidential* has not been shared with the candidate.

Please designate whether the reference below is to be: \_\_\_ CONFIDENTIAL, or \_\_\_ NON-CONFIDENTIAL

Student's Authorizing Signature \_\_\_\_\_

(Failure to indicate a designation shall result in the reference being considered NON-CONFIDENTIAL in every situation.)

Signature of Evaluator \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

Organization \_\_\_\_\_ Telephone \_\_\_\_\_

Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**NOTE:** When you have completed this form, please return it directly to the Career Development Center, Kehoe Administration Building, Room 202. No confidential reference will be accepted if delivered by the candidate. Thank you.

Updated 10/2003