



CAREER DEVELOPMENT CENTER

PLATTSBURGH STATE UNIVERSITY

101 Broad Street, Kehoe 805

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 805. No confidential reference will be accepted if delivered by the candidate. Thank you.

Updated 8/15/08