

Reference Authorization & Release

I, _____, hereby authorize _____ of Pittsburg State University, to be a reference (hereinafter the "Reference") on my behalf as I undergo my search to find and secure (Circle one):

- a. Employment while a student
- b. Post-graduate employment
- c. Graduate school admissions
- d. Other – Please Specify _____

I further authorize Reference to release any and all information, in writing or orally, including but not limited to all educational records (broadly defined), personal information, and Reference's personal opinions that may, however slightly, be relevant to any person or entity which the Reference reasonably believes, in his/her sole discretion, is potentially interested in fulfilling my above search. I hereby acknowledge that such released information may be detrimental to my search but authorize its release notwithstanding and release Reference and Pittsburg State University from any and all liability resulting from any released information that may be or is detrimental to my search.

Finally, I request that all such releases be (Circle one):

- a. Confidential – myself being unaware of the contents of such release
- b. Non-Confidential – The contents of such release known to me either by Reference's oral acknowledgment or written notification/carbon copy

I understand that this release is valid until subsequently revoked. I understand that this authorization is revocable at anytime and agree to make any such revocation in writing hand delivered, faxed, emailed, or mailed first class to Reference.

Print Name

Student ID #

Signature

Date