



Consent to Release Employment Records

Federal regulations require a written consent from a student (or former student) before disclosing information from the education or employment records of that student to third parties.

Name: _____

Job title: _____

Dates worked: _____

I hereby authorize the staff employees of the Center for Community Engagement and Service at Pacific Lutheran University to release the following information regarding my employment to the following persons or companies for a letter of recommendation or as a reference.

(Name of Institution, Person, or Company, ex: AmeriCorps) Date Needed: _____ Please include contact person and address, if applicable.

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(You do not have to select all listed below and are welcome to initial only those you feel comfortable with):

- ONLY the dates of my employment, my job title, and the specific skills which were required to perform my job.
Performance evaluations by my PLU supervisor.
Performance evaluations provided to PLU by the on-site student coordinators.
Performance evaluations provided to PLU by the on-site school staff coordinators.

This reference release will apply for one year forward from the date of signature, unless you would like to indicate another expiration date. If so, please indicate the altered expiration date: Student initials:

Signature Date of Request

Please mail, fax (253) 536-5104, or drop off the enclosed/attached release form to Ramstad 112. Electronic copies cannot be excepted unless physical signature is present. Thank You!