



**Pacific Lutheran University  
 School of Education  
 Tacoma, WA 98447-0003  
 (253) 535-7292**

**PLACEMENT OFFICE REGISTRATION**

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**Signature**

**Social Security Number**

The "Family Educational Rights and Privacy Act of 1974" grants you permission to maintain placement/credential files which you may read (referred to as "open" files) or files to which you waive the right to read and the material submitted by those you request to recommend you is held to be confidential (referred to as "closed" files).

Your file must be designated either open or closed. If you are unable to obtain written statements permitting you to change the closed status to an open status, the entire folder must remain closed. You may, however, have those particular closed recommendations removed and request new ones for your open file.

Please make a determination as to your desire for an open or closed placement/credential file and indicate your choice below.

\_\_\_\_\_ I would like to have my credentials **OPEN** to my reading.

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ I hereby waive the right to read the recommendations I have requested for my **CLOSED/CONFIDENTIAL** file.

Signature \_\_\_\_\_ Date \_\_\_\_\_

According to the above law, you may also have your placement/credential file sent only on your request, or you may authorize the Education Placement Office to send your credentials to a prospective employer when its personnel director requests your file for professional employment consideration.

\_\_\_\_\_ I prefer that my credentials be sent only on my request

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ I authorize Pacific Lutheran University, School of Education, Placement Files to send my credentials without my approval to a prospective Employer when its personnel director requests my file for professional employment consideration.

Signature \_\_\_\_\_ Date \_\_\_\_\_