

Release of Information Statement

Use of Release of Information Statements:

Before staff or faculty of M State can serve as a reference, he/she must have written permission to be able to provide reference information about said student's character, skills, attendance, grades, etc. to a prospective employer who is seeking this information. Without a signed Release of Information Statement from said student, no reference information can legally be provided by a staff or faculty member of M State.

- The Release of Information Statement expires 1 year after the date signed.
- When completed by the student, this form needs to be copied and given to the staff or faculty member providing the reference.

I, _____, hereby give permission to _____
Student's Name (Please Print) M State Employee Name (Please Print)

enabling said employee to provide reference information concerning said student. This information may include, but is not limited to, above-mentioned student's character, grades, attendance and any other information related to the above-mentioned student's abilities to a prospective employer. The signatures below show that both parties agree to this Release of Information Statement.

Student's Name (Please Print)

M State Employee Name (Please Print)

Student ID or Social Security Number

Student's Signature

Date

M State Employee Signature

Date

The following information listed below will not be given to any company or agency about the above-mentioned student.

1. _____
2. _____
3. _____
4. _____