



MADISON COLLEGE

Student Reference Request Form

Complete this form if you would like to give permission to Madison College faculty to provide references for employment, scholarships or admissions.

STUDENT INFORMATION:

Student Name _____ Student ID _____

Phone Number _____ Date of Birth _____

I authorize Madison College faculty to provide an evaluation of any aspect of my academic performance, whether based on personal observation or on my education records at Madison College, and to release information from my education records, including my grades, GPA, class rank, any information pertaining to my education at other institutions I have previously attended, and any other personally identifiable information.

The purpose(s) of the reference include:	Initial all that apply
Application for employment	
All forms of scholarship or honorary award	
Admission to another educational institution	

This authorization automatically expires after 3 years.

I understand that my records are protected under the Family Educational Rights and Privacy Act (FERPA) and cannot be disclosed without my written consent unless otherwise provided for in this act. The information will not be further disclosed to another person or institution or used for any purpose other than that stated in this authorization. I also understand that I may, in writing, revoke this consent at any time except to the extent that action has been taken in complying with the original request.

Signature _____ Date _____

REVOCATION OF PRIOR REQUEST:

I wish to immediately revoke my prior request.

Signature _____ Date _____

SUBMISSION INSTRUCTIONS:

Please sign and submit your completed form in **one** of the following ways: This form is not accepted by fax.

In-person (preferred): Enrollment Center - Truax Campus, Rm. A1000 or any regional or metro campus

Email: Send to enrollmentservices@madisoncollege.edu. Allowed ONLY when using your Madison College email address.

Questions? For assistance with this form, call the Enrollment Center at (608) 246-6210 or visit in-person.