

FERPA Release for BPC

Program for Successful Employment Recommendation



Instructions: Students, please read and fill out the appropriate sections of this form before delivering it to the person whom you are asking to complete a recommendation for the BPC Program for Successful Employment for you.

Non-directory information from student education records may not be included in a letter of recommendation without the student's written consent. Examples of non-directory information include GPA, grades/academic performance, performance in work/study positions or internships, etc.

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), I, the undersigned student, hereby authorize _____ (teacher/supervisor/case manager/other professional) to write a letter of recommendation or otherwise serve as a reference in which this person may discuss information contained in my student education records (such as class performance, activities, work/study employment, and internships.)

The purpose of the information to be released (select all that you wish to apply):

- Employment/Internship/Externship
- Admission to an educational institution

The information should be released directly to:

Bossier Parish Community College
Program for Successful Employment
6220 East Texas Street
Bossier City, Louisiana 71111
Phone: (318) 678-6334

I understand further that (1) I have the right not to consent to the release of information from my student education records; (2) I have a right to receive a copy of the faculty/staff member's letter of recommendation upon request *unless I waive that right*; (3) and this consent shall remain in effect until revoked by me, in writing, and delivered to the person providing the recommendation, but any such revocation shall not affect disclosures made by the faculty/staff member prior to the receipt of any such written revocation.

- I waive my right to review a copy of the letter of recommendation at any time in the future.
- I do not waive my right to review a copy of the letter of recommendation at any time in the future.

Student Signature Student name (please print) Student's DOB (MM/DD/YYYY) Date

Upon completion of this form, the student should submit it to the professional they are asking to complete the reference form.

Faculty/staff members must retain this form attached to a copy of the letter of recommendation for a period of five years or forward both the letter and this signed form to Registrar Services. This information is released subject to the confidentiality provisions of FERPA and other applicable laws. Any further disclosure of this information is prohibited without the specific written consent of the person to whom it pertains, or as otherwise permitted by such laws.

FERPA Release for Recommendation Letters

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law protecting the confidentiality of student education records. Generally, CWU faculty and staff may not disclose personally identifiable information from student education records without the student's written consent. An exception to this is "directory information" as defined below, which can be disclosed without the student's consent, *unless the student has directed that such information not be disclosed by having a FERPA restriction placed on their student account.*

Directory Information: "Directory information" means the student's name, school and permanent home address and telephone number, email address, a photograph, date of birth, dates of attendance, class, field(s) of study, previous institutions attended, awards and honors (including honor roll), diploma or certificate conferred (including dates), and participation in officially recognized sports and activities, and height and weight of members of athletic teams. Any requests for letters of recommendation to include information beyond what is defined as directory information must be requested in writing by the student.

Recommendation Letter Frequently Asked Questions

What may I release in a letter of recommendation?

If you do not have a signed FERPA Release form, then you may only release directory information for the student, and even then you must verify that the student has not requested a FERPA restriction to be placed on the student's account.

Do I need to have a signed release?

If you are going to release any information beyond what is included in directory information, yes. Please have the student complete the FERPA Release form.

Can the student request a letter of recommendation electronically?

Yes, per legal counsel, the student may submit a signed FERPA Release form as an attachment to an email message as long as you are reasonably sure that the message was sent by the student. If in doubt, you should contact the student by phone to verify.

Can I send the letter of recommendation directly to a graduate school or employer?

Yes, if the student has completed the FERPA Release form indicating that information from student education records can be released directly to the graduate school/employer.

Why can the student see my letter of recommendation?

Students have the right under FERPA to inspect their own records. Students may waive that right for letters of recommendation and should indicate any such waiver on the FERPA Release form.

What if the student declines to waive the right to review my letter of recommendation?

You have the right to inform the student that it is not your practice to provide letters of recommendation unless the letters are confidential and you are able candidly to assess the student's strengths as well as weaknesses.

What if the student declines to submit a FERPA Release form? Must I still provide a recommendation or reference?

No, you may share with the student that you cannot provide a meaningful recommendation, or serve as a reference, if directory information is the only information you are permitted to disclose.

What if I am asked for a reference and the student has not signed a FERPA Release form?

If the student has not signed a FERPA Release form, any requests for information about the student, even directory information, should be referred to Registrar Services.



Bossier Parish Community College
Program for Successful Employment
6220 East Texas Street
Bossier City, Louisiana 71111
Phone: (318) 678-6334

BPCC PSE Program Professional Reference for:

(Applicant name)

The above named individual has applied for admission to the Program for Successful Employment at Bossier Parish Community College. The Program for Successful Employment, established in 2014, serves to provide young adults, whose disabilities have traditionally excluded them from higher education, with an inclusive college experience that will further their skills and prepare them for employment and independent living in their communities. More information about the program can be found at <https://www.bpcc.edu/pse/index.html>. With this in mind, please answer the following questions to the best of your ability. Thank you.

Your Name:

Title:

Address:

City:

State:

Zip:

Organization:

Work Phone:

Email address:

How long have you known this applicant, and in what capacity?

Do you feel the applicant would benefit from the BPCC Program for Successful Employment?

Yes No

Why or why not?

Does the applicant have any behaviors that would interfere with their ability to participate in the BPCC Program for Successful Employment?

Yes No

Comments:

Do you feel that the parent/family will be supportive of this applicant's participation in the BPCC Program for Successful Employment?

Yes No

Comments:

SUPPORT INVENTORY

Please rate the applicant's ability in the following areas:

Independent Living Skills	Needs complete assistance	Needs much assistance	Needs little assistance	Completely independent
Finding way around new environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Following a schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managing personal belongings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparing simple meals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ordering and purchasing from a restaurant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finding items in a store	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taking public transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Skills and Communication	Needs complete assistance	Needs much assistance	Needs little assistance	Completely independent
Communicating needs appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asking for help	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dealing with conflict	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Distinguishing between friends & strangers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interacting appropriately with peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respecting authority figures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using cell phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbalizing and/or writing personal information (name, address, phone, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic Skills	Needs complete assistance	Needs much assistance	Needs little assistance	Completely independent
Identifying value of coins/bills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Counting change/bills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using a calculator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managing a checking account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staying within a budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using a computer for word processing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Navigating the Internet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Following verbal directions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Following written directions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reading and writing skills: (check highest level)

Writing:

- no functional writing writes name writes/copies all letters
 writes complete words writes short sentences correctly uses punctuation drafts, revises, edits

Reading:

- no functional reading identifies letters recognizes familiar words/names
 applies reading strategies (sentence structure, meaning, phonetic clues)
 reads chapter books reads books silently

Listening comprehension:

- retells a simple story
 can retell the beginning, middle, and end of stories
 able to retell settings, characters, problems, major events and solutions of stories

What are the applicant's strengths and his/her areas of need? Please describe in detail any previously used supports, accommodations, and/or behavior/management plan. List any types of assistive technology utilized. If you need more space, please attach an additional page.

Please describe the applicant in detail. What descriptive words come to mind? Please describe in detail a recent contact with the applicant. Feel free to include any additional information or commentary about this applicant. If you need more space, please attach an additional page.

I hereby certify that the above statements are true and correct to the best of my knowledge.

Reference Signature _____ **Date** _____