

Dear Student,

You have asked me to write a reference for you. You should know that reference writers are not supposed to release the bulleted information below without written authorization from you. For more information on Winthrop's procedural guidelines regarding FERPA (Family Educational Rights and Privacy Act), visit <http://www.winthrop.edu/recandreg/default.aspx?id=22609>. I am asking for your permission to share the following underlined items with representatives of institutions or agencies to whom you've asked me to serve as a reference, when appropriate or if asked.

I ask for permission for these items only because I believe being able to share this information can improve the strength of my recommendation and therefore benefit the student. I cannot foresee any reason to share a CWID, social security number, phone numbers, date of birth, parent info, or emergency contact or information. However, I would like permission to share grades, GPA, total credits in a semester, and the intense meeting schedule of MCNR 300 (detail of registration information). Also, regarding gender, I would like to be able to say "he" and "she" in reference letters and calls instead of only saying the student's name. Finally, ONLY in cases where underrepresented status is a criterion for eligibility or preference would I choose to divulge race or ethnicity. Likewise, as your McNair Director, I have unique access to information for students who qualify for McNair as first generation and meet the income criteria. In cases where you ask me to write a reference for a scholarship or opportunity specifically designed for students who meet McNair criteria, I would like to be able to verify that information for you.

- Student number
- Grades/Exam Scores
- Grade Point Average (especially in a reference letter)
- Social Security Number
- Parent Address/Phone
- Detail of Registration Information (i.e., courses, times)
- Race, Ethnicity, or Nationality
- Gender

Please check the pronouns you prefer your reference writer to use

- She/her/hers
- He/him/his
- They/them/theirs
- Ze/zir(hir)/zirs(hirs)

- Date of Birth
- Total Credits Number of Credits Enrolled in a Semester
- Emergency Contact
- McNair Eligibility Status

To be sure I respect your privacy, I need express written permission or denial of permission.. Please indicate your permission for all, some, or none of the indicated items by initialing individual items in the list above and checking the appropriate box below. Then print your name, sign your name, and date the form. If you give your permission, I will be free to discuss what you have indicated. If asked for this information and you indicated your refusal, I will respond with something along the lines of "I do not have permission to release that information."

-Dr. Cheryl Fortner-Wood

Check the box by the appropriate statement:

- I have initialed the above items Dr. Fortner-Wood is free to discuss as a reference for me.
- I deny permission to discuss any of the above items.

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Student Name

Signature

Date