



## Student Reference Form

The student reference form is used by students who wish to have an employment reference from an instructor.

### Student Procedure

1. Locate the form on the website at:  
[www.ntc.edu/placement](http://www.ntc.edu/placement), then under students, "Student Reference Form."
2. Print out the form, complete the necessary information, and sign it.
3. Give the completed, signed form to the instructor with a stamped envelope that is addressed to the employer.
4. Provide a self addressed envelope or a valid email address to your instructor if a personal copy of the completed Student Reference Form is requested.
5. If the employer needs the form quickly, provide the instructor with a fax number.

### Faculty Procedure

1. After receiving the signed form and prepared envelope from a student, complete the requested information and send it to the employer.
2. If requested, faculty may send a signed copy to the student.
3. Faculty may want to keep a copy of the signed sheet.
4. A verbal or written reference to the employer is also appropriate.
5. FERPA Regulations: FERPA, the Family Educational Rights and Privacy Act of 1974 as amended, restricts information about students that can be provided by College staff. Compliance is required by ALL staff of the institution.
6. The student's signature on the reference form authorizes faculty to provide information if contacted directly by the employer.





# Transfer and Placement Student Reference Form

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Program: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

**Release of Information:**

I hereby give permission for \_\_\_\_\_ (instructor's name) to release information stated on this form for the purpose of employment.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

	Superior	Above Average	Average	Below Average	Not observed
Progress: Has the student advanced in skill and knowledge during the past period?					
Initiative: Does the student exhibit creativity and problem solving capabilities?					
Reliability/Dependable: Does the student exhibit personal integrity and a sense of responsibility?					
Work Attitude: Does the student have a good attitude toward work?					
Cooperation: Does the student work well with others?					
Written/Verbal Communication: Does the student communicate appropriately and professionally?					
Appearance: Does the student appear professional?					
Capacity for Future Development: Is the student capable of advancing in skill level?					

Please add additional comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Instructor's Signature: \_\_\_\_\_

Subject (Course): \_\_\_\_\_ Date: \_\_\_\_\_

\*Disclaimer: The information above is the independent opinion of the faculty member, not the opinion of Northcentral Technical College.