



**GREAT FALLS  
COLLEGE**

**MONTANA STATE  
UNIVERSITY**

**Office of the Registrar**

2100 16<sup>th</sup> Ave S

Great Falls, MT 59405

(406) 771-5128

Fax: (406) 771-4329

www.gfcmsu.edu

## *Authorization for Job or Scholarship Reference*

NOTE TO STUDENT: Being a reference for a student applying for a job or a scholarship requires that the reference go beyond disclosing what is considered to be "directory information" according to the Family Education Rights and Privacy Act (FERPA). It is typical that a job reference or scholarship application would ask about a student's grades, attendance patterns, and other attributes that may help them make a decision about hiring or awarding a scholarship. Please think about and discuss this information with the reference and decide whether you wish to release him or her to talk about anything that may be asked, or if you would like to restrict them to certain topics. The more restrictive you have to be; the less likely this person will be a good reference for you.

Student's Name: \_\_\_\_\_ ID: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I do hereby authorize:

Name/Title: \_\_\_\_\_

At GFC MSU, 2100 16<sup>th</sup> Ave South; Great Falls, MT 59405

To discuss and/or release the following information:

Grades     Enrollment     Attendance     Class Participation

Academic History

Other Information: Please explain in detail \_\_\_\_\_

I would like the information released to:

Name/Title: \_\_\_\_\_

Business/Agency: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Authorization Expiration Date: \_\_\_\_\_

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**Great Falls College MSU | 2100 16<sup>th</sup> Avenue South | Great Falls, MT 59405 | 406.771.4300**

*Great Falls College MSU provides high quality educational experiences supporting student success and meeting the needs of our community.*