

I authorize the Career Development Center at the University of Illinois at Springfield to send my credentials and references to prospective bona fide employers requiring written consent before each set of credentials is sent.

Credential File Options

In accordance with the Family Education Rights and Privacy Act of 1974, I may choose to waive or maintain my right to review statements and recommendations contained in my credential file in the Career Development Center at the University of Illinois at Springfield. I have been advised that waiving my right to inspect means I will be unable to review any information prior to disclosure to employing organizations. I understand waiver of the right to inspect also means the UIS Career Development Center staff will not describe or summarize the contents of the file or letters of reference or advise me of the evaluation given by the reference writer of my work and abilities.

Additionally, I understand this waiver can only be revoked in writing and only with respect to information and recommendations placed in my files subsequent to written revocation.

- Any information contained in the UIS Career Services credential file related to me, including letters of reference (Confidential)
- Maintain my right of access to Career Services credential file (Non-Confidential file)

NOTE: References submitted to the UIS Career Services Center (formerly Sangamon State University) prior to November 19, 1974 are and will remain confidential.

♦ **Please understand any file that has been inactive and not updated for two (2) years will be destroyed unless otherwise notified in writing. No reminder notices will be sent.**

PRINTED NAME _____

SIGNATURE _____

UIN _____ DATE _____

CURRENT ADDRESS _____

PERMANENT ADDRESS _____

PHONE # _____

E-MAIL ADDRESS _____