



## Seattle Pacific University

3307 Third Avenue West

Seattle, WA 98119

### WAIVER AND CONSENT FORM

The Family Education Rights and Privacy Act of 1974 (Public Law 93-380) protects individuals from the indiscriminate collection, maintenance and disclosure of personally identifiable information by insuring the student's right to inspect such records and control their release. Professional references such as those contained in your placement file are one type of record covered by this law. However, you are also guaranteed the opportunity to waive your right to inspect and review such records should you so choose.

In accordance with Public Law 93-380, Seattle Pacific University students and alumni who subscribe to the University's placement file services are offered the opportunity to maintain either a Non-Confidential ("Open") placement file (exercising their right to access), or a Confidential ("Closed") placement file (waiving their right to access), but not both.

You are encouraged to consider the following information before deciding to have a Confidential or Non-Confidential file.

1. Under either option, only references requested by you will be used in your file. Specific references may be added, retired, or destroyed at any time upon your written request.
2. At the present time, many Washington district personnel believe confidential references are more credible than non-confidential references. These employers think that writers are more likely to be honest if they know that their statements will be kept confidential. These employers may also be inclined to discount non-confidential statements.
3. If you choose the Confidential option (waiving your right to access), you will not be allowed to review your references at any time, nor will University personnel be allowed to review references for you. Apart from consulting the reference writer him/herself, you will have no reliable way to know what has been written about you.
4. No one may release these records without your written authorization. The only persons allowed access without your authorization are university officials responsible for management of the file (e.g. your Career Center personnel). These persons are not responsible, however, to evaluate the content of references unless such assistance is specifically requested by a candidate with a non-confidential file.
5. Changing the status of a placement file from Confidential to Non-Confidential is allowed, but it is a complex and lengthy process (request guidelines for Changing Confidentiality Status). There is a \$10.00 fee and several weeks should be allowed before a file is ready for delivery under the new status. It is never possible to change a file's status from Non-Confidential to Confidential. In either situation, it may be more advisable to create a new file with the different status and solicit current references accordingly.

*[ SIGN ONE OPTION ONLY ! ]*

**CONFIDENTIAL (CLOSED) OPTION**

Having read the above information and being aware of my rights under Public Law 93-380, I elect to waive my right of access in order to establish and maintain a **CONFIDENTIAL** placement file.

*This decision is made knowing that I will have no assured opportunity to review my references.* I further realize that placement file officials are not in a position to evaluate material contained in my placement file.

I authorize the Seattle Pacific Career Development Center to disseminate the information contained in my placement file to any prospective employer who has bona fide interest in my qualifications as a potential employee until I offer written notification to the contrary.

I acknowledge that all materials in my placement file are the property of Seattle Pacific University and that I have no property or other rights to those materials. I agree that as long as Seattle Pacific University, its agents, employees, and departments act in good faith, it will not incur any legal liabilities to me by release of any placement information.

PRINT NAME: \_\_\_\_\_ SOC. SECURITY #: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

**NON - CONFIDENTIAL (OPEN) OPTION**

Having read the above information and being aware of my rights under Public Law 93-380, I elect to exercise my right to establish and maintain a **NON-CONFIDENTIAL** placement file.

*This decision is made in order to assure myself the opportunity to review my references upon request as arranged with the Career Development Center.* I realize that placement file officials are not responsible to evaluate material contained in my placement file in my behalf.

I authorize the Seattle Pacific Career Development Center to disseminate the information contained in my placement file to any prospective employer who has bona fide interest in my qualifications as a potential employee until I offer written notification to the contrary.

I acknowledge that all materials in my placement file are the property of Seattle Pacific University and that I have no property or other rights to those materials. I agree that as long as Seattle Pacific University, its agents, employees, and departments act in good faith, it will not incur any legal liabilities to me by release of any placement information.

PRINT NAME: \_\_\_\_\_ SOC. SECURITY #: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_