

HEALTH PROFESSIONS PREPARATION COMMITTEE FILE

Name _____ Date _____
Class of _____ Major(s) _____
Minor(s) _____
Social Security Number _____ - _____ - _____ State/Country of Residence _____
Proposed Professional Field _____

**SIGNATURE STATEMENT OF CHOICE REGARDING CONFIDENTIALITY IN EDUCATIONAL RIGHTS
(for health professions file use only)**

Please note that there is a general but unsubstantiated sentiment that a **CLOSED FILE** is viewed as more credible and useful than the other two options.

CLOSED FILE

*I herein **WAIVE** my right of access to all letters of reference and/or recommendations contained in or intended for placement in my reference file.*

Date Signature Class

Print Name

OPEN FILE

I am familiar with the procedure for waiving access to my file, but I choose to see all contents.

Date Signature Class

Print Name

PARTIALLY CLOSED FILE

*I may read and examine all letters of reference **EXCEPT** those from persons listed below.
I herein **WAIVE** my right of access to the following references:*

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

Date Signature Class

Print Name

Return to: Health Professions Preparation Committee, c/o Psychology Department

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Salient Features

1. GENERAL

- Effective November 19, 1974, The Family Educational Rights and Privacy Act, as amended, gives students the right to inspect recommendations and/or letters of reference placed in their placement files January 1, 1975, or later. Recommendations and/or letters of reference placed in files prior to January 1, 1975, are not available for inspection, under the provisions of the Act.
- The purpose of The Family Educational Rights and Privacy Act (also called The Buckley Amendment) is to extend to students the rights of access and review of personal information, retained by an institution as historical record, i.e., past admissions data, or on the student's behalf, i.e., placement files used for future employment or graduate admissions.
- If, after inspection and review, a student deems certain information to be false or misleading, she/he may challenge such information through channels created by the institution for this purpose.
- The Act also provides insurance against random and/or improper dissemination of information by requiring express consent from the student before any "personally identifiable information" other than directory information, can be related. Director information is considered to be name, class, home address, major, etc., as outlined in the Student Handbook of the current year.

2. WAIVER

- If she or he so chooses, a student (i) may waive right of access to recommendations and/or letters of reference placed on file on January 1, 1975, or later, (ii) may partially waive access to certain references but not to others, or (iii) may maintain an open file, thereby retaining the right of access to all letters of recommendation and/or reference. If you waive access to the contents of your file, all reference forms sent to selected individuals for completion will be labeled "CONFIDENTIAL" and will not be available for inspection at any time in the future. A waiver of access can be revoked in writing, but the revocation will apply only to references submitted after revocation. If you choose not to waive access to the contents of your file, all reference forms sent to selected individuals for completion will be labeled "NON-CONFIDENTIAL" and will remain open for you inspection.
- If you ask a person to write a recommendation for you, the Career Services Office urges you to advise the reference writer of the provisions of the Buckley Amendment; and further, that recommendations, if intended to be a permanent part of your placement file, will be open for you inspection, unless a waiver has been signed by you and is on file in our office. In the event such references reach our office evidencing no knowledge of the Buckley Amendment, we will contact those people to secure such evidence, prior to the insertion of that reference into your placement file.

3. REQUEST FOR ACCESS

- If you choose not to waive your right of access, you may normally review your file upon request. We will do everything possible to comply with your request at the time it is made. At the discretion of the Health Professions Preparation Committee, however, requests in writing may be required. Under the provisions of the Act, the College has forty-five (45) days within which to comply with your request. You will be shown only those materials placed in your file January 1, 1975, or later, unless particular references are confidential based on earlier submission of a partial waiver (i.e. you will see only those references placed in an open file or in the open portion of a partially closed file). At the time of review you are encouraged to withdraw useless or obsolete material. The file must remain in the Office of the Health Professions Preparation Committee during review.
- If you wish to contest what you consider to be false or misleading information, a signed letter to this effect must be filed with the Health Professions Preparation Committee. The necessary individuals will be notified and you will be contacted with instructions at a later date.

4. RELEASE OF RECORDS

- Under no circumstances will the the Health Professions Preparation Committee release your recommendations and/or letters of reference or any other "personally identifiable information" without your express permission. Although the Act is unclear with respect to blanket release of information to a particular class of individuals, e.g., potential employers, it does not prohibit such blanket release. If you wish to execute such a release, you are welcome to review the form and sign it or not sign it as you like. Under no circumstances is such a blanket release a condition of or prerequisite for use of the placement files. If you are currently enrolled or an alumnus/a of the College, we are required to contact you directly for express permission-signed and dated-before any material can be mailed to a prospective employer or graduate school. Please be sure to include (a) specific (named) references and/or recommendations (2) reason for release and (3) names and addresses of the parties to who such records should be sent. No action on a request for references will be taken until such express consent is received by our office.

5. RECORD OF ACCESS

- The Health Professions Preparation Committee will maintain a permanent and current "Record of Access" sheet in each placement file, indicating those individuals, agencies, companies, organizations, officials, etc., who request access to or information from your placement file.

