

**WAIVER AND CONSENT FOR "CONFIDENTIAL" OR "OPEN" FILES**

I, \_\_\_\_\_, realize that I have the right to inspect my references as collected by the Career Services Office of Chadron State College. However, it is my request, instruction and desire, and I waive all rights to the contrary:

- (1) That my references be kept confidential;
- (2) That, as long as Chadron State College, its agents, employees and departments act in good faith, it will not incur any legal liabilities to me by reason of its release of any placement information.

I hereby waive my right of access to confidential statements and recommendations, which are contained in, or are a part of my education records in the possession of, or used by the Career Services Office, its director and staff. This waiver, which I understand I am not obligated to sign, can only be revoked in writing and only with respect to confidential statements and recommendations placed in my file subsequent to written revocation.

(A) Sign here to maintain **confidential** references in your credential file.

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

(B) I do not waive my right of access to the recommendations in my credential file. Sign here to maintain **non-confidential** or **open** references in your credential file.

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

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**CONSENT TO GRANTING ACCESS TO, OR RELEASE OF RECORDS TO THIRD PARTIES**

I hereby authorize the Career Services Office, its coordinator and staff to grant access to and/or to release all materials relating to me contained in the files of said office for the purpose of furthering its efforts to assist me in securing employment.

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

## **“WAIVER AND CONSENT” FORM EXPLANATION SHEET**

Until 1974, it was the policy of the Career Services Office at Chadron State College that recommendations and/or evaluations contained in a set of credentials were “confidential” and therefore, were not to be seen by the registrant. Policy now provides that registrants be given the option to establish either “confidential” or “open” (non-confidential) credential files. Thus, on the front of this sheet is a “Waiver and Consent” form which gives you a choice of collecting “confidential” or “open” recommendations. Remember that you must sign one of the options - Line A OR Line B.

**You may wish to consider the following when deciding whether to establish a “confidential” or “open” set of credentials:**

- 1) Some employers, especially educational employers, prefer to see only confidential references. They believe writers are more honest if they know their statements will be kept confidential.
- 2) Reference writers who would submit recommendations for a confidential file may refuse to do so for an open file.
- 3) Reference writers for an open file may be reluctant to make any statements - good or bad that cannot be objectively proved.
- 4) Evaluations of student teaching experience, from supervising teachers and college observers, will be confidential or non-confidential according to your signature on the form.
- 5) Establishment of an open file allows only you, the registrant, to examine your credentials. “Open” refers only to your access to the recommendations; it does not mean that a third party has access to your credential file.
- 6) The registrant may, with an open file, enter written statements in support of, for clarification of, or in rebuttal to any recommendation contained therein. A recommendation may be removed from the registrant’s file at the written request of the registrant.

### **\*\*\* A SPECIAL NOTE TO RE-REGISTRANTS (ALUMNI) \*\*\***

If you sign line A on the “Waiver and Consent” form retaining the confidentiality of your file, your credentials may be used as in the past. No further actions are necessary except the normal updating and activation procedures.

If you sign line B, that is, if you wish to change from “confidential” to “non-confidential”, new references will need to be collected. The current confidential references in your file will be destroyed or returned to the writers whenever feasible. We cannot simply change previously collected confidential references to non-confidential because the writers assumed they were to be kept confidential. We feel compelled to honor their rights as well as yours.