



## Consent to Disclose Information

This authorization must be signed by the candidate before registration is considered complete. This sheet will not be mailed to prospective employers but will be kept on file in the Career Services office.

I understand that under the Family Educational Rights and Privacy Act of 1974 (FERPA), Montana State University Billings may not disclose personally identifiable information from my education record to third parties without my signed written consent. I also understand that I can revoke this consent at any time with a written and signed revocation.

For the purpose of assisting me in finding employment:

**CHOOSE ONE:**

- I hereby authorize the director and staff of the Career Services office at Montana State University Billings to disclose to prospective employers by mail, fax, e-mail, Internet, or any other means, my credential file and contact information when requested by hiring officials or by me, either verbally (in person or by phone) or in writing (including email).
- I hereby authorize the director and staff of the Career Services office at Montana State University Billings to disclose by mail, fax, Internet, e-mail, or any other means, my credential file and contact information **only when requested by me and only in writing** (including email).

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**CONFIDENTIAL OR NON-CONFIDENTIAL FILE**

All files are the property of Montana State University Billings regardless of confidentiality status. I may change this status at any time at my written request. All confidential letters contained in this file will, however, remain confidential if I change file status to non-confidential, and they will not be shown or read to me.

**CHOOSE ONE:**

- CONFIDENTIAL FILE** I hereby authorize the director and staff of the Career Services office at Montana State University Billings to receive, file, and distribute copies of forms and confidential letters of recommendation which I have gathered for the credential file at Career Services. I understand that the confidential recommendations will be made available upon request only to legitimate prospective employers. They will not be available for my inspection. All letters of recommendation received in the office prior to January 1, 1975, will remain confidential.
- NON-CONFIDENTIAL FILE** I hereby authorize the director and staff of the Career Services office at Montana State University Billings to receive, file, and distribute copies of forms and non-confidential letters of recommendation which I have gathered for the credential file at Career Services.

<b>Name (PRINT)</b>	<b>Date</b>
<b>Signature</b>	<b>Phone</b>
<b>Student ID #</b>	<b>Email</b>