

NORTHEASTERN STATE UNIVERSITY
DEPARTMENT OF NURSING
PO BOX 549
MUSKOGEE, OK 74402-0549

LETTERS OF REFERENCE – OPTIONS

(In compliance with the Family Educational Rights and Privacy Act, 1974)

FOR APPLICANTS TO THE NURSING PROGRAM

Open file – for students who want to have access to the contents of the file. Persons listed as references will be advised they are for OPEN FILE. Prospective employers will also be so advised. Only those names submitted by the student will be used for references. They will be made available to prospective employers but not to the student either now or in the future.

CONFIDENTIAL FILE – for students who wish to exercise their rights to maintain a confidential file and waive right of access. Persons listed as references will be advised they will be for a CONFIDENTIAL FILE. Only those names submitted by the student will be used for references. They will be made available to prospective employers but not to the student either now or in the future.

Many employers prefer the confidential file because confidential references in it are considered to be a more valid appraisal of the student.

I have read carefully and understand the above information and wish to

establish a file in the _____ category, and to
OPEN – CONFIDENTIAL (write one)
abide by these policies.

I further authorize the Department of Nursing Office to release the contents of my file to any bona fide employer or his agent. (Transcript may be included when requested).

DATE

SIGNATURE OF APPLICANT