



**EDUCATION CREDENTIAL FILE
RELEASE / WAIVER FORM**

(Please print or type)

UNK ID (preferred) or Birth Date _____

NAME: _____
Last First MI (Maiden)

Address: _____ e-mail: _____
Street City/State/Zip

Phone: _____ Graduation Date _____ Degree _____ Endorsed to teach: _____
(xx/xx) (BA/MS/EdD etc) (English, Math, Supt., etc.)

I wish to establish a CONFIDENTIAL Credential File with the Academic Advising & Career Development and 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 Academic Advising & Career Development, 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. (Note: If you previously had an OPEN file, all OPEN references will be removed and destroyed.)

Signature Date

I wish to establish an OPEN Credential File with the Academic Advising & Career Development. (Note: If you previously had a CONFIDENTIAL file, all CONFIDENTIAL references will be removed and destroyed.)

Signature Date

FILE RETENTION POLICY

I fully understand that my Credential File will be retained for a maximum of 7 years after each update. If the file is not updated with a current Education Credentials cover sheet and references/transcripts within the 7-year period, the file will be destroyed.

CONSENT TO GRANT ACCESS TO OR RELEASE EDUCATION CREDENTIAL FILE RECORDS TO EMPLOYERS

I hereby authorize the University of Nebraska at Kearney Academic Advising & Career Development, its director and staff, to grant access to and/or to release) all materials related to me contained in the Education Credential File of said office to prospective employers for the purpose of furthering efforts to assist me in securing employment. I understand that in order to revoke this authorization, I must do so in writing and that such revocation shall not apply to records to which access has been granted or which have been released to employers prior to the date of revocation.

Signature Date