



Kansas Wesleyan University

C A R E E R S E R V I C E S

100 E. Claflin Ave., Salina Kansas ♦ 785-827-5541 ext 1162 ♦ carla@kwu.edu

Registration for Credential File Services

In an effort to secure employment, I hereby request and authorize Career Services at Kansas Wesleyan University to set up a credential file to be sent to employers upon request. At my direction Kansas Wesleyan University Career Services will receive from persons or institutions, selected by me, letters of recommendation written by those persons or institutions. Credentials will be set up and distributed in accordance with Section 438 of the Family Educational Rights and Privacy Act of 1974, (Public Law 93-380), commonly called the "Buckley Amendment."

I realize that these letters of recommendation will be maintained on a confidential basis, except to those employers or institutions who desire the information contained therein for purposes of reviewing an application for employment. However, I understand that I, too, have the right to access these letters of recommendation, unless I choose to waive my right of access to any or all letters of recommendation.

- I am solely responsible for requesting, updating and monitoring information contained in my file.
- The entire contents of the file (transcript, three (3) letters of recommendation, and copy of teaching certificate) will be sent to employers/institutions when requested unless otherwise specified.
- My first ten (10) file requests are free of charge, after which I will be charged \$2.50 per referral address. Fees may be paid by check, money order, or cash. The Office of Career Services reserves the right to suspend mailings of my file if there is a delinquent balance.
- Credential mailing requests must be submitted **with complete mailing information** for designated school district to the Office of Career Services either in person, by mail, or email before my file will be sent out. Messages left on the telephone will not be accepted.
- It is my responsibility to follow up on any requests in processing my file. The Office of Career Services assumes no responsibility for the failure of credentials reaching their destination when internal records show that the file was processed as requested.
- My file will be maintained for five (5) years from the date signed below. After that, if I choose to utilize this service, I must re-register and submit new information.

Candidate's Signature: _____ **Date:** _____

Sign and return to Career Services/Student Development Office, 185 Pioneer Hall