

# Credential File Information for Education Majors

Important – Please read directions carefully

## Eligibility Guidelines:

Each University Career Services Office shall, in accordance with internally established procedure and Minnesota Statutes 15.1611 – 15.1698, maintain files of records, references, and other appropriate material for students and alumni requesting assistance in obtaining employment. This service shall be provided without charge to UMC students.

Directions for Completing your Credential File:

Since all paperwork for your credential file is reproduced by a copying machine, it is imperative that your original set be prepared carefully. A neat set of credentials helps to create a favorable impression with the employer. All forms turned into the Career Services should be typewritten (with the exception of Student Teaching Evaluations).

Note: All original forms and recommendations submitted to Career Services on behalf of the registrant will become a part of the University of Minnesota, Crookston Credential File and cannot be returned to the registrant.

1. Authorization Form: Complete as indicated. This form authorizes the release of unofficial transcripts, credentials and references.
2. Reference Request Forms: This form can be given to the person being asked to write the reference. A minimum of three references should be on file with no more than six. It is your responsibility to ensure that they are returned to Career Services.
3. Reference Release Forms: Complete this form and return to Career Services. This allows you access to your reference letters if you so desire.

## Working Credential:

Education credentials sent out by Career Services include:

- Student Teaching Evaluations
- Reference Forms
- Copy of Unofficial Transcript
- Other information you wish to include

It is your responsibility to make sure that your credential file is complete. Once your file is complete you may request a copy of the qualifying information listed above and a supply of credential jackets. This then becomes your Working Credential. To utilize your Working Credential simply make quality photo copies of the original and attach one of the jackets. As you identify potential career opportunities, forward a copy of your Working Credential along with your resume and cover letter as part of the standard application process. The option to forward your credentials directly through Career Services is available at no cost. Once you become a finalist in the selection process or prior to being offered a position, your potential employer may request a copy of your original credential documents from Career Services. We will immediately forward an “official copy” of your credentials at no charge to you.

## **Transcripts:**

Official transcripts are not considered part of your credentials. If you wish to have official transcripts sent to potential employers it is your responsibility to contact the Registrar's Office to forward official copies to you or the potential employer. Requests for transcripts take 2 -3 working days to process. The transcript office requires a \$5.00 fee for official transcripts payable in advance. For transcript ordering directions or to request your transcript online go to: [http://www3.crk.umn.edu/onestop/registration/grades/grades\\_report.htm](http://www3.crk.umn.edu/onestop/registration/grades/grades_report.htm)

# Authorization for Release of Student Information

Federal Legislation (P.L. 93-380, the Educational Rights and Privacy Act, as amended December 31, 1974) and University regulations require that all education units have written consent from students prior to the release of student records. In order that we may comply, please complete this form and return it to Career Services, University of Minnesota Crookston (UMC).

Please check each box for items you want included in your teaching placement file or packet. The Career Center will mail out your packet every time you provide a name and address.

I hereby authorize UMC Career Services to release only the following information:

- Letters of reference or recommendations that you have had individuals write and send directly to the UMC Career Center, 236 Sargeant Student Center, 2900 University Avenue, Crookston, MN 56716. Usually three letters are expected.
- Student Teaching Evaluation from your cooperating teachers. You must indicate each one of the four student teaching experiences that you want included. Once you have indicated that, Career Services will contact the ECE Department Coordinator for copies of the evaluations.
  - Infant and Toddler Student Teaching
  - Kindergarten Student Teaching
  - Preprimary Student Teaching
  - Primary Student Teaching
- An unofficial copy of your UMC transcript. Career Services will contact ECE Department Coordinator for an unofficial academic transcript.
- Other: this is where you could include a copy of your teaching license once you have obtained that from the Minnesota Department of Education.

I hereby authorize UMC Career Services to release the information checked above to the following persons or organizations:

- An employer, educational institution, governmental agency or other organization requesting such information which in the judgment of the personnel of Career Services have a legitimate purpose in requesting such information.
- Only those employers, education institutions, or other persons or organizations which I specifically designate with each signed request.
- Others (specify): \_\_\_\_\_

I further authorize UMC Career Services to continue to send the information I have specified to the persons or organizations I have specified until:

- I give further notice
- Date (specify): \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

# Reference Request

Student First Name: \_\_\_\_\_

Student Last Name: \_\_\_\_\_

I request \_\_\_\_\_ to serve as a reference for me. The purpose(s) of the reference are: (check all applicable)

- Application for employment
- All forms of scholarship or honorary award
- Admission to another education institution

The reference may be given in the following form(s): (check one or both)

- Written
- oral

I authorize the above person to release information and provide an evaluation about any and all aspects of my academic performance at the University of Minnesota to the following: (check all applicable)

- |  |    |   |
|--|----|---|
| <input type="checkbox"/> All prospective employers   | OR | specific employers<br>(list on reverse side)                |
| <input type="checkbox"/> All educational Institutions                                      | OR | specific educational institutions<br>(list on reverse side) |
| <input type="checkbox"/> All organizations considering offering me an award or scholarship | OR | specific organizations<br>(list on reverse side)            |

This authorization to provide reference is valid for one year from the date of my signature below, unless I specify an earlier ending date as follows:

Ending date: \_\_\_\_\_

---

Signature

Date

References should be sent to:  
University of Minnesota Crookston  
Career Services  
236 Sargeant Student Center  
2900 University Avenue  
Crookston, MN 56716

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Student Last Name: \_\_\_\_\_

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Signature

Date

References should be sent to:  
University of Minnesota Crookston  
Career Services  
236 Sargeant Student Center  
2900 University Avenue  
Crookston, MN 56716

# Reference Release – Career Services

Student First Name: \_\_\_\_\_

Student Last Name: \_\_\_\_\_

I request \_\_\_\_\_ to serve as a reference for me. The purpose(s) of the reference are: (check all applicable)

- Application for employment
- All forms of scholarship or honorary award
- Admission to another education institution

The reference may be given in the following form(s): (check one or both)

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| <input type="checkbox"/> All educational Institutions                                      | OR | specific educational institutions<br>(list on reverse side) |
| <input type="checkbox"/> All organizations considering offering me an award or scholarship | OR | specific organizations<br>(list on reverse side)            |

This authorization to provide reference is valid for one year from the date of my signature below, unless I specify an earlier ending date as follows:

Ending date: \_\_\_\_\_

Note: Under the Family Educational and Privacy Rights Act, 20 U.S.C. 1232(g), you may, but are not required to waive your right of access to confidential references given for any of the purposes listed on this form above. If you waive your right of access, the waiver remains valid indefinitely. Check the appropriate space below:

- I waive my right of access to references given by the above named person.
- I do not waive my right to access to references given by the above named person.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date