



REGISTRATION PROCEDURES FOR CREDENTIAL FILE

The credential file is established by a student in order to keep letters of recommendation on file in the Career Service Office. The student requests faculty, administrators, employers, and supervising teachers to write these letters and send them to Career Services. The original letters are placed in the credential file and copies are prepared and mailed to prospective employers or graduate schools. Alumni, matriculated students, and those completing state teacher certification requirements through Nazareth College are eligible for this service.

HOW TO REGISTER:

Complete the attached registration form and return it to Career Services with a **\$10.00** registration fee. The **“Consent for Release of Records”** statement on the registration form must be signed in order for us to release the file. If it is not signed you will have to contact us in writing each time you want the file sent.

WHAT TO INCLUDE WITH THE FILE:

- **Letters of recommendation** – from faculty, cooperating teachers, or employers.
- **Teaching certificate(s)**
- **Proof of fingerprinting**

WHAT NOT TO INCLUDE WITH THE FILE:

- **Transcripts, GRE scores and NYS Teacher Exam scores CANNOT** be placed in the file.

CONFIDENTIAL VS. NON-CONFIDENTIAL:

Under the provisions of Public Law 93-380, the Family Educational Rights and Privacy Act of 1974 as amended, students have the right to review letters of recommendation/evaluation received after January 1, 1975, and kept in a credential file in their name. You may, however, choose to waive your right of access, thereby making any or all such letters CONFIDENTIAL. Confidential means not subject to your review. You may be told the date a letter has arrived, who wrote it, and the fact that it is confidential. Career Services will not reveal to you the contents of confidential letters or indicate if they are positive or negative. Non-confidential letters may be read by you. At the top of the standard recommendation forms provided by the Career Services Office you must indicate whether you want each letter to be CONFIDENTIAL or NON-CONFIDENTIAL by checking the appropriate box and signing your name. Any letters of recommendation returned to us that are not written on or attached to these standard forms will automatically be treated as NON-CONFIDENTIAL. The status of a letter, once it is received by this office, cannot be altered.

REQUESTS FOR SENDING THE CREDENTIAL FILE:

Requests may be made in person, in writing, via e-mail, or by phone or fax. In the interest of efficiency we ask that multiple requests for credential files (i.e., more than five destinations) be put in writing. Correct destination addresses must be included, with the exception of school districts in the Rochester and surrounding area. There is a **\$2.00** fee for each request after the first 5 student requests, which are free.

UPDATE FILE REGULARLY:

The student is responsible for updating his/her file with new letters and resumes. No more than **8** active documents can be included in the file. Additional documents may be placed on hold or destroyed at the student's request. Alumni should keep the office informed of address or name changes.

LENGTH OF TIME FILES ARE RETAINED:

Files will be maintained for **10 years**, after which the entire file will be destroyed. If you would like your file retained for an additional 10 years, you will need to notify the Career Services Office.