



2018-2019

PASTORAL REFERENCE FORM/RECOMMENDATION LETTER and STUDENT FERPA CONSENT RELEASE*

***Student must have FERPA Section signed prior to Pastor completion of this form.**

To the Pastor of Record,

_____ (insert applicant name) is applying to Christian Life College enrollment admission for school year ____/____ (insert years) It is important that we receive your endorsement, as his/her pastor of record.

Please complete this form, and include a typewritten recommendation letter on church letterhead. Both documents must be received before the application can be reviewed for acceptance.

- Thank You

Please submit both documents to: **Christian Life College | Office of Admissions | 9023 West Lane | Stockton, California 95210**

SECTION ONE: Please complete the following

- How long have you known the applicant? _____
 - In what relationship? _____
- Is the applicant's lifestyle uncompromising and separated from worldliness? _____
- Do you consider this person to be a dedicated Christian? _____ How long? _____
- To your knowledge has the applicant ever been incarcerated? _____
 - If yes, explain _____
- Has applicant ever backslidden, and/or involved in immorality? _____
 - If yes, explain _____
- Has applicant ever been married? _____ Divorced? _____ Separated? _____

For the following items, please check each appropriate category.

- How does his/her manner, appearance and personality affect others?**
 - ___ Avoided by others ___ Tolerated by others ___ Well-liked by others ___ Sought out by others
- Is he/she a leader in your church ?** _____ *If yes, what Department/Position?* _____
 - ___ Makes no effort ___ Tries but limited ability ___ Has leadership promise ___ Marked ability to lead
- How is the Applicants Spiritual Life?**
 - ___ Very Poor ___ Needs Improvement ___ Good ___ Great and growing ___ Strong, very spiritually mature
- How is the Applicants Integrity, Morality and Trustworthiness?**
 - ___ Poor ___ Adequate ___ Good ___ Exemplary
- How would you rate the applicant's Faithfulness to church?**
 - ___ Rarely attends ___ Only special occasions ___ 50% of the time ___ 100% of the time
- How would you rate the applicant's perseverance (in task completion)**
 - ___ Gives up easily ___ Needs much encouragement ___ Usually persists ___ Persists in spite of adversity
- Does the applicant impress you as one who should be admitted to Christian Life College?**
 - ___ No ___ Yes, but with some reservations ___ Yes, without a doubt

SECTION TWO: PASTORAL APPROVAL

Upon enrollment at Christian Life College, *I hereby give my approval*, for this student, to participate in ministry opportunities as follows: *(check all applicable)*

- Summer of Service (an 8-10 week travel tour).
- Summer Internship (an 8-10 week specific placement)
- Weekend Ministry travel team
- Christian Life Center ministry departments
- Temporary Intern placement upon graduation
- Permanent Intern placement upon graduation

SECTION THREE:

**FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)
CONSENT AND RELEASE CLAUSE**

The Family Education Rights and Privacy Act of 1976 as amended and contained in the Code of Federal Regulations (34 CFR 99, subpart D99.30) requires a written and dated consent from the student before disclosing personally identifiable information from the student’s educational records to a third party.

I **Consent** to the release of my Education Records to my Pastor,

(Print Pastor’s Full Name)

I **decline** to release my Education Records to my Pastor.

I understand that my release consent selection will be valid during my entire enrollment at Christian Life College.



Student Signature

Date

FERPA Definition of Education Records

Education records include a range of information about a student that is maintained in schools in any recorded way, such as handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche. Examples are:

- Date and place of birth, parent(s) and/or guardian addresses, and where parents can be contacted in emergencies;
- Grades, test scores, courses taken, academic specializations and activities, and official letters regarding a student's status in school;
- Special education records;
- Disciplinary records;
- Medical and health records that the school creates or collects and maintains;
- Documentation of attendance, schools attended, courses taken, awards conferred, and degrees earned;
- Personal information such as a student's identification code, social security number, picture, or other information that would make it easy to identify or locate a student.

Part of the education record, known as **directory information**, includes personal information about a student that can be made public according to a school system's student records policy. Directory information may include a student's name, address, and telephone number, and other information typically found in school yearbooks or athletic programs. Other examples are names and pictures of participants in various extracurricular activities or recipients of awards, pictures of students, and height and weight of athletes.

UNSIGNED AND INCOMPLETE FORMS WILL BE RETURNED UNPROCESSED.

Prior to signing and submitting:

INITIAL (*) HERE:

*I have enclosed my letter of recommendation

INITIAL (*) HERE:

*Student has completed the FERPA Release Consent



Pastor Signature

Pastor Phone

Pastor Email

Date