EMPORIA STATE UNIVERSITY
CAREER SERVICES

AUTHORIZATION TO REMOVE LETTERS OF REFERENCE

EXISTING REFERENCE INFORMATION: You must call Career Services (620-341-5407) or email our office at jlutz@emporia.edu to find out what reference letters are contained in your credentials file. If you wish to make any changes, please indicate below which references you wish to keep, place on temporary hold, or permanently remove from your file. Letters you want permanently removed from your file will be **destroyed**. Letters placed on hold will be set aside until you notify us, **in writing**, that you want the letters reinstated or destroyed.

Your signature below authorizes Career Services to make the changes indicated on this form. Please return the signed original to the Career Services office at:

Emporia State University, Career Services, Campus Box 4014, 1200 Commercial, Emporia, KS 66801

Date Written	Name of Writer	Hold	Destroy

Phone Number where we can call you if we have questions _____

Print Name _____

Signature _____ Date: _____

7/6/06