Hello,

I am currently applying to the Lewis-Clark State College: Bachelor of Social Work Program and am required to obtain three professional references. I am writing to you today to see if you would be willing to provide a professional reference on my behalf.

If you agree to provide a reference, please fill out this Professional Reference Form and send directly to the Lewis-Clark State College: Social Work Program. If you would prefer not to provide a reference, please let me know at your earliest convenience.

The Family Rights and Privacy Act of 1974 allows a student to inspect letters of recommendation written in support of applications for admission. The law also permits students to waive that right, if they choose, although such a waiver cannot be a condition of admission or award.

In sending this email I waive my legal right to inspect this Professional Reference Form and you may return it directly to [socialwork@lcsc.edu](mailto:socialwork@lcsc.edu).

Thank you in advance for your consideration,

Students Name