

## Educational Record Check

{Your Business}  
{Street Address}  
{City, State and Zip Code}

{Date}

{Reference}  
{Educational Institution}  
{Street Address}  
{City, State and Zip Code}

Re: Reference for {Applicant}  
{Social Security Number}  
{Provide whatever information was supplied by the applicant for identification purposes.}

Dear {Reference}:

The above-named individual has applied for employment with our business and has indicated the he/she attended {obtain a degree from} {Reference}. In order to make an informed hiring decision, we need to explore the applicant's educational history and personal qualifications or fitness for employment. A release permitting you to provide the following information has been signed by the applicant, and a copy is attached. Any information that you give will be held in confidence. Please verify the information supplied by {Applicant} and answer a few questions regarding {Educational Institution}:

Degree received by {Applicant}: {name degree}

Dates {Applicant} attended {Reference}: {provide dates of attendance}

Is the preceding information correct?

Type and level of institution:

Is your institution accredited?

What types of degrees do you award?

How can we obtain a transcript?

Information furnished by:

Thank you for your cooperation and prompt response.

Sincerely,

{Your Name}  
{Your Title}