

Letter of Recommendation Release

A recommender's statements based on personal observations or knowledge do not require a written release from a student. However, personally identifiable information from the student's educational record (grades, GPA, etc.) may be included in a letter of recommendation only if the writer has a signed release from the student that, 1) specifies the records that may be disclosed, 2) states the purpose of the disclosure, and 3) identifies the party or class of parties to whom the disclosure can be made.

Adapted from Guidelines for Postsecondary Institutions for Implementation of the Family Educational Rights and Privacy Act of 1974 as Amended, Rev. Ed. 1998, Richard A. Rainsberger, Amer. Assoc. of Collegiate Registrars and Admissions Officers

I hereby authorize the following release:

Name of Individual or Office for whom this release applies:

Please select one of the options below

I **do not** waive the right to review the requested letter of recommendation.

I waive the right to review the requested letter of recommendation.

Records which may be disclosed:

Any transcript information

GPA and specific course information

Major and degree sought

Other (specify):

Purpose of the disclosure:

Employment recommendation

Graduate or professional school recommendation

Other (specify):

Parties to whom the disclosure can be made:

Party 1:

Name:

Address:

City:

State:

Zip:

Party 2:

Name:

Address:

City:

State:

Zip:

Party 3:

Name:

Address:

City:

State:

Zip:

Party 4:

Name:

Address:

City:

State:

Zip:

Student Information Below:

Name:

Signature:

Date: