

FERPA Authorization Form for Letters/ Statements of Recommendation

Statements made or written by someone making a recommendation for a student from that person's own observations or knowledge do not require a written release from that student. If personally identifiable information obtained from a student's education record is included in a statement or letter of recommendation (i.e. grades, course enrollment, GPA, etc.), the writer is required to obtain a signed release from the student which:

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.

A student who seeks a letter or statement of recommendation from a School Official must authorize the action by completion of this form. As letters of recommendation are considered a student's education record, the student has the right to review it unless the student has waived right of access. A separate form must be submitted for each intended recipient.

Requested By (Student):		Release To (Recipient):
LAST NAME	FIRST NAME	FULL NAME OF PERSON OR COMPANY OR APPLICATION SERVICE
RID	ADDRESS (IF APPLICABLE)	
DATE	CITY, STATE, ZIP (IF APPLICABLE)	
EMAIL	EMAIL OR WEB ADDRESS OR PHONE NUMBER (IF APPLICABLE)	

I give permission to _____ to write a letter of recommendation and/or
(School Official's Name)

_____ speak to the recipient identified above. I consent to the release of directory, non-directory and educational record information, including, but not limited to, course enrollment activity, research activity and projects, grade data, academic standing and g.p.a. information, internship/residency placements, etc. for the purpose of:

_____.

I request that information be shared via: email upload phone other: _____

Waiver

I **waive/** **do not waive** my right to review a copy of this letter at any time in the future. I understand that my consent shall remain in effect until revoked by me, in writing, and delivered to the School Official.

Signed

Date