

RELEASE FOR LETTER OF RECOMMENDATION

INSTRUCTIONS FOR FACULTY: School officials may use this form when a student requests a letter of recommendation. A **signed** release from a student is necessary to obtain written consent from the student. Student consent should include: (1) the data to be disclosed, (2) to whom the data will be disclosed, and (3) the student's signature and date.

NON-DIRECTORY INFORMATION should not be included in a letter of recommendation without the student's written consent. Examples of non-directory information include: birth date, citizenship, disciplinary status, academic progress, ethnicity, gender, GPA, marital status, Corcoran ID or social security number, grades/exam scores and standardized test scores. Personal observations are not considered "non-directory".

If a letter of recommendation contains non-directory information a written authorization is required.

INSTRUCTIONS FOR STUDENTS: Complete, sign, and return to the faculty or staff member.

Student Information

First Name _____ Last Name _____

I give my permission for (faculty/staff name) _____ to write a letter of recommendation to:

Name of person, business, institution, or service:

Address

City, State, Zip

I give my permission to include the following non-direction information in this letter of recommendation:

Grades GPA Other (please specify) _____

Right to review:

I waive my right to review this recommendation. I do not waive my right to review this recommendation.

Required Signature

Student Signature _____ Date ___/___/___

FACULTY USE ONLY: