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.


I authorize the following release:

1) Individual or office for whom this release applies: ____________________________________________

2) □ I do not waive the right to review the requested letter of recommendation.
   □ I waive the right to review the requested letter of recommendation.

3) Records which may be disclosed:
   □ Any transcript information
   □ Major and degree sought
   □ GPA and specific course information
   □ Other (specify):

4) Purpose of the disclosure:
   □ Employment recommendation
   □ Graduate or professional school recommendation
   □ Other (specify):

5) Parties to whom the disclosure can be made:
   (name) _____________________________________________________________________________
   (address) ___________________________________________________________________________
   (city) ___________________________ (state) ______ (zip) ______________________
   (name) _____________________________________________________________________________
   (address) ___________________________________________________________________________
   (city) ___________________________ (state) ______ (zip) ______________________
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   (address) ___________________________________________________________________________
   (city) ___________________________ (state) ______ (zip) ______________________

Name __________________________ Signature __________________________ Date ______________