

# LETTER OF RECOMMENDATION RELEASE

"Statements made by a recommender which are made from the recommender's personal observation or knowledge do not require a written release from the student who is the subject of the recommendation. However, if personally identifiable information from the student's educational record is included in a letter of recommendation (grades, GPA, etc.), the writer is required to obtain a signed release from the students 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."

*Guidelines for Postsecondary Institutions for Implementation of the Family Educational Rights and Privacy Act of 1974 as Amended, Revised Edition 1998, Richard A. Rainsberger, American Association of Collegiate Registrars and Admissions Officers*

I authorize the following release:

1) Records which may be disclosed:

- Any transcript information
- Major and degree sought
- GPA and specific course information
- Other (specify):

2) Purpose of the disclosure:

- Employment recommendation
- Graduate or professional school recommendation
- Other (specify):

3) Parties to whom the disclosure can be made:

(name) \_\_\_\_\_  
(address) \_\_\_\_\_  
(city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip) \_\_\_\_\_

(name) \_\_\_\_\_  
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(name) \_\_\_\_\_  
(address) \_\_\_\_\_  
(city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip) \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date