

# MUSKINGUM

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U N I V E R S I T Y

## Letter of Recommendation Information Release

"Statements made by person providing a recommendation based on that person's personal observation or knowledge do not require a written release from the student subject of the recommendation. However, if personally identifiable information obtained from a student's education 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." - *AACRAO 2010 FERPA Guide*, American Association of Collegiate Registrars and Admissions Officers

I \_\_\_\_\_ authorize \_\_\_\_\_ to write a letter of recommendation.  
(Print Student's Name) (Print Professor's Name)

1) Records which may be disclosed as part of the letter of recommendation:

- Any transcript information (courses, grades, GPA, terms, majors, minors, degrees earned, etc.)
- GPA, majors, minors and degree information only.
- Other (specify):

2) Purpose of the disclosure:

- Employment recommendation
- Graduate school application
- Other (specify):

3) Parties or class of parties to whom this disclosure can be made:

A: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

B: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

I \_\_\_\_\_ my right to review a copy of this letter at any time in the future:  
(waive OR do not waive)

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)