

Permission to Release Education Records for Letter of Recommendation

Requested By (Student):

Release To (Recipient):

LAST NAME	FIRST NAME	NAME OF PERSON OR COMPANY
PUID		ADDRESS 1
DATE		ADDRESS 2
		CITY, STATE, ZIP

I give permission to _____ to write a letter of recommendation to the above
(School official's name)
recipient, including the following information:

- Purdue University course grades, GPAs, and class rank (if available) _____ (initials)
- Restricted directory information* _____ (initials)
- _____ (initials)
- _____ (initials)
- _____ (initials)
- _____ (initials)

* Permission is not required for the release of directory information unless the student has restricted that information. Directory information includes: name, e-mail address, local & home address, local and home telephone numbers, college/school and curriculum, enrollment status and credit hour load, dates of attendance, classification, receipt or non-receipt of a degree, academic awards received (dean's list, honors students), participation in officially recognized activities.

Waiver (circle choice)

I waive/do not waive my right to review a copy of this letter at any time in the future.

Signed

Date

FERPA Guidelines Regarding Letters of Recommendation

Statements made by a person making a recommendation that are made from that person'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 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 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.

As letters of recommendation are part of the student's education record, the student has the right to read it - unless he/she has waived that right of access.

Please visit <https://www2.itap.purdue.edu/registrar/training/ferpa/content.cfm> for more FERPA information.