



FERPA Release for Recommendation

Student Name: _____ PLU ID: _____

I. PURPOSE FOR RECOMMENDATION

I give permission for _____ to provide a recommendation on my behalf for the purpose of (check all that apply):

- ___ An employment application
___ A scholarship or honorary award application
___ Admission to another educational institution, including graduate and professional programs
___ Other: _____

II. RECOMMENDATION FORMAT - The recommendation may be given in the following form(s) (check all that apply):

- ___ Written recommendation ___ Verbal recommendation

III. RECIPIENT OF RECOMMENDATION - List the specific organization(s), institution(s), employer(s), individual(s), etc. who are authorized to receive the recommendation. Include complete contact information (name, phone, email, address, etc):

IV. ALLOWABLE INFORMATION - The recommendation can include the following information (check all that apply):

- ___ Academic: Grades, GPA, Credits, Test Scores, Academic Standing, Registration, Enrollment, etc.
___ Person/Student: ID Number, Demographics, Conduct, Housing, Health, etc.
___ Student Employment Records
___ Other*: _____

*If you would like to limit your release to a specific item(s) in a category, use 'Other' to specify the exact records.

V. FERPA WAIVER OPTION - Under the FERPA, you may, but are not required to, waive your right to access confidential references provided by faculty or staff. If you waive (give up) your right to access or view your references, the waiver is permanent. I waive my right to view a copy of my written recommendation or to know the content of any oral communication, now and in the future.

- ___ YES, I waive my right ___ NO, I do not waive my right

VI. STUDENT SIGNATURE - This release to provide recommendations is valid for one (1) calendar year from the date of my signature below. It applies only to the recipients listed in Section III.

Student Signature: _____ Date: _____

Ink signature required

INSTRUCTIONS FOR FACULTY/STAFF: Retain a copy of this waiver for your personal files. Be sure that any recommendation you provide covers only information, and is provided only to individuals/organizations, allowed in this release. Without a release, you may not refer to any information protected by FERPA in your recommendation.