

FERPA Release: Letter of Recommendation

A completed form must be submitted with **each** request for a letter of recommendation. Please **PRINT, COMPLETE, SIGN**, and deliver this form with requests for a recommendation.

Student requesting recommendation: _____ Student ID #: _____

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), I, the undersigned, hereby authorize _____ to write a letter of recommendation in which he/she may reference the following educational records and information:

- | | | |
|--------------------|--------------------|--------------------------|
| Advisement Records | Discipline Records | Financial Aid Records |
| Academic Records | Personal Records | Housing Records |
| Transcripts | Gender | Library Records |
| Grades | Race | Placement Records |
| GPA | Ethnicity | Student Teaching Records |
| Class Attendance | Nationality | Other: _____ |

The letter(s) of recommendation should be sent to the following parties (*includes names and addresses*):

The purpose of the letter(s) of recommendation is (*employment, scholarship application, etc.*):

I understand that (1) I have the right not to consent to the release of my education records; (2) I have the right to access to such records upon request; and (3) that this Letter of Recommendation release shall remain in effect, allowing a release to the parties listed above, until revoked in writing by me and delivered to the person to whom the release was provided.

I further understand that my consent is not required for the disclosure in a letter of recommendation any subjective observations or assessments in which he/she has of me or information classified as directory information.

I also acknowledge this FERPA Release: Letter of Recommendation Form is separate from the Release of Information Form I may have provided to the institution.

Student Signature

Date

THIS INFORMATION IS RELEASED SUBJECT TO THE CONFIDENTIALITY PROVISIONS OF FERPA AND OTHER APPROPRIATE STATE AND FEDERAL LAWS AND REGULATIONS, WHICH PROHIBIT ANY FURTHER DISCLOSURE OF THIS INFORMATION WITHOUT THE SPECIFIC WRITTEN CONSENT OF THE PERSON WHOM IT PERTAINS, OR AS OTHERWISE PERMITTED BY SUCH REGULATIONS.

Please complete and have this form notarized if you cannot submit the form in person:

On the ___ day of _____ in the year ___ before me, the undersigned, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) who name(s) is(are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public

FERPA and Letters of Recommendation

- A letter of recommendation is considered part of the student's "educational record."
- Students must complete a FERPA Release: Letter of Recommendation Form before an NCMC employee (Reference) can write a letter. The FERPA Release Form contains areas for students to circle, specifying which portions of their "educational record" the Reference can mention in the recommendation. References can ONLY mention those parts of their record that the student specifies
- ALL students have the ability to review ALL of their educational records – including letters of recommendation
- Since a letter of recommendation is part of the student's "educational record" North Central Missouri College must maintain a copy of both the Letter of Recommendation AND the FERPA Release: Letter of Recommendation Form. References must send a copy of both the letter of recommendation AND the FERPA Release Form to the Registrar's Office to place in the student's file
- This process also applies to any former student requesting a letter of recommendation
- FERPA releases via email: the email must come from the student's pirate email account