



Carleton

# Letter of Recommendation Release Form

Return this completed form to your recommender

NOTICE AND INSTRUCTIONS: The Family Education Rights and Privacy Act of 1974 (FERPA) protects personally identifiable information in student education records from disclosure without the student's signed, written consent. Under FERPA, students may—but are not required to—waive their right to inspect and review or request amendment to confidential letters of reference or recommendation; however, school officials may decline a request if a waiver is not in place. Please note that should the student choose to waive their federal rights under FERPA, the waiver remains valid indefinitely.

**If the letter of recommendation will include only directory information and personal impressions of the student, a release is not required.** This release is only required when the letter will include non-directory information, such as: GPA, grades/exam scores, classes taken, disciplinary status.

Student Name \_\_\_\_\_ Class Year \_\_\_\_\_

Email Address \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

I give my permission to \_\_\_\_\_ (Faculty or Staff Member Name) to write a letter of recommendation and/or to provide an oral reference to:

All persons or entities listed here: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purpose of Release \_\_\_\_\_

**Type(s) of Information to Release:**

- Dates of attendance       Courses taken       Grades received       GPA
- Academic progress       Honors received       Projects undertaken       Other \_\_\_\_\_

**Waiver of right to access this recommendation (optional):**

I waive my right to view this recommendation and/or know the contents of any oral communication regarding this recommendation.

\_\_\_\_\_  
(Student Signature)

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

**Duration of release:**

Unless otherwise stated, this release will expire 1 year from release date.

*This release should be maintained by the Recommender in their files. Best practice is to retain this release form for one year beyond its expiry date, then securely destroy it and all related documents.*