

FERPA and 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. Since the letter of recommendation would be part of the student's education record, the student has the right to read it--unless she/he has waived that right of access.

Sample Permission Letter to Write a Letter of Recommendation

I give permission to **NAME OF LETTER WRITER** to write a letter of recommendation to:

PERSON OR COMPANY NAME
ADDRESS
CITY STATE ZIP

NAME OF LETTER WRITER has my permission to include my grades, GPA, and class rank in this letter.

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

Signature

Printed Name

Date

Student Number