

Institute for Paralegal Studies

Loyola University Chicago, 820 N Michigan Avenue, Chicago, Illinois 60611

Student Reference Request and FERPA Release (Written Letter of Recommendation)

The Family Educational Rights and Privacy Act (FERPA) prohibits an educational institution from releasing confidential, non-directory information about a student without a student's consent. You can waive this right for faculty and staff when you ask them to write letters of recommendation or to serve as a professional reference.

Use this form to authorize an individual to use your education records as appropriate to provide requested information. It is your responsibility to identify any information you do not wish to have released. This authorization is effective until you withdraw it by resubmitting this form or notifying the individual in writing.

I, , request
(Student Name) (Faculty Member)

to write a letter of recommendation for me. The purpose of this letter is:

- Application for employment
- Scholarship or honorary award
- Admission to another educational institution

This letter may be released to
Name of Recipient

Address of Recipient

- I waive my right to review this letter.
- I do not waive my right to review this letter.

I authorize the above named person to release any and all information relative to my enrollment at Loyola University Chicago, including:

- my performance in the class.
- my overall Grade Point Average.
- my grades in the class.
- Other:

(Student Name) _____ (Student Signature)

Students are required to return the original, signed copy of this form to the faculty member, prior to obtaining the reference.