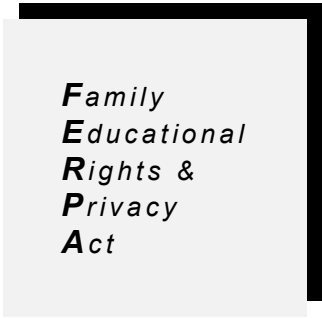


In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Pacific Union College cannot release information from your student records to a third party without your written permission. Please fill out this form if you wish to give permission for the release of information as part of a recommendation letter.



Letter of Recommendation Release Form

Student Information

Student Name		PUC ID	
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Recommendation Letter Information

I hereby authorize the following Pacific Union College employee to write a letter of recommendation on my behalf:

Employee Name		Title	
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I understand that, under FERPA, I have the right to consent or not consent to the release of confidential academic information from my education record. With that understanding:

- I authorize the above individual to release confidential academic information from my education record, including grades, GPA, class rank, and other similar information, as part of this recommendation.
- I do NOT authorize the above individual to release confidential academic information from my education record, including grades, GPA, class rank, and other similar information, as part of this recommendation.

The purpose of this recommendation letter is for use in my application for:

- Employment
- Admission to another educational institution or program
- Scholarship
- Other (please explain): _____

Recipient Information

This recommendation letter is to be sent to the following recipient:

Recipient Name	
Address Line 1	
Address Line 2	
City, State, Zip	

Right to Review

I understand that, under FERPA, I have a right to review a copy of education records upon request unless if I choose to waive that right. With that understanding, I make the following decision:

- I waive my right to review a copy of this recommendation letter at any time in the future.
- I do NOT waive my right to review a copy of this recommendation letter at any time in the future.

Authorization

Student Signature		Date	
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