Stevens Point WI 54481-3897 715-346-4301; Fax 715-346-2558

## **Letter of Recommendation Release Form**

**Non-directory information** should not be included in a letter of recommendation without the student's written consent. Comments regarding personal observations DO NOT require such a release.

**Faculty/Staff:** If a letter of recommendation contains any non-directory information, then written authorization is required. This includes recommendations sent to employers, individuals, or educational institutions, including professional school admission services. Examples of non-directory information include: birth date, religion, citizenship, disciplinary status, ethnicity, gender, GPA, marital status, UWSP ID or social security number, grades/exam scores and standardized test scores.

School officials intending to include non-directory information in a letter of recommendation should use this form, or a related document, to obtain signed and dated consent from the student. The type of non-directory information that will be disclosed (i.e. grades, test scores), and to whom, should also be documented.

Students: Complete this form and return to the school official writing your letter of recommendation.

I give permission to \_\_\_\_\_\_\_ to disclose the following \_\_\_\_\_\_\_ to disclose the following \_\_\_\_\_\_\_ (Name of faculty/staff member)

non-directory information items in my letter of recommendation:

Grades (exam scores, quizzes, etc.)

GPA information

Other (please identify) \_\_\_\_\_\_\_\_\_

I waive my right to review the letter of recommendation: ☐ Yes ☐ No

Parties to whom the disclosure can be made: (person, business, institutions, or service) (name)

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(city)	(state)	(zip)	
(name)			
(address)			
(city)	(state)	(zip)	
(name)			
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	(state)	(zip)	
Student Signature			Rev. 8.2010