

Letter of Recommendation Release Form



I, _____, agree to provide the following information for
School Official
_____ to (whom and address):
Student

Information to be disclosed in letter of recommendation (check all that apply):

- ☐ GPA
- ☐ Grades
- ☐ Enrollment Status
- ☐ Attendance
- ☐ Behavior in Class/Clinical/Lab
- ☐ Professionalism
- ☐ Other

I agree to allow the requested information to be released only to the individual(s) in which the letter of recommendation is to be addressed.

Student Signature

Date

I am sending this letter as a school official of Mercy College and will release information only to the individual(s) in which the letter of recommendation is to be addressed.

School Official Signature

Date

Office: Student Records

Date: 10/26/2015