



RELEASE FOR LETTER OF RECOMMENDATION

Return this completed form to the Office of the Registrar, 136 Bradley Hall.

Instructions for Faculty and Staff: This form may be used when a student requests you, as a school official, to write a letter of recommendation. A signed release is necessary to document written consent from the student. Student consent should include: (1) a description of the information to be disclosed, (2) to whom the information will be disclosed, and (3) the student's signature and date.

If a letter of recommendation contains **non-directory information**:

- A **written release is recommended** for letters sent to other educational institutions in which the student seeks to enroll, including professional school admission services.
- A **written release is REQUIRED** for general letters of recommendation sent to an employer or for any other purpose.

Examples of non-directory information include: disciplinary status, GPA, grades, social security number, student ID, exam scores, or standardized test scores. For a list of directory information that may be released without consent, please visit www.msmary.edu/ferpa.

Instructions for students: Complete, sign, and return this form to the Office of the Registrar.

I _____ (Student's Name) give permission to the following staff or faculty member(s):

to write a letter of recommendation and/or provide an oral reference to:

☐ All persons or organizations listed here:

I give my permission to include the following non-directory information in this letter of recommendation or oral reference:

- ☐ Any information on my MSMU transcript including my grades and courses taken.
- ☐ Any educational and other records to which the recommender has (or has had) access in making academic and/or employee evaluations and decisions (including but not limited to examinations, essays, term papers, teaching evaluations, graduate committee evaluations, etc).
- ☐ Other (please specify)

I hereby

☐ Waive

☐ Do not waive

My right to review this recommendation letter or to know the contents of any oral communication.

Student's Signature _____

Date _____