

Release for Letter of Recommendation

Instructions for Faculty: School officials may use this form when a student requests them to write a letter of recommendation. A signed release from a student is necessary to obtain written consent from the student. Student consent should include: (1) the data to be disclosed, (2) to whom the data will be disclosed, and (3) the student's signature and date.

Nondirectory information should not be included in a letter of recommendation without the student's written consent. Examples of nondirectory information include: birth date, religion, citizenship, disciplinary status, ethnicity, gender, GPA, marital status, UFID or social security number, grades/exam scores and standardized test scores.

If a letter of recommendation contains nondirectory information:

- A written authorization is required for recommendations sent to other educational institutions in which the student seeks to enroll, including professional school admission services.
- A written authorization is required for recommendations sent to employers or individuals.

Laive my permission to	to write a letter of recommendation to:
I give my permission to(Name of faculty mem	nber)
(Name of person, business, institution or service)	
(Address)	
(City, State, Zip)	
I give my permission to include the following nondir ☐ Grades ☐ GPA ☐ Oth	ectory information in this letter of recommendation: er (please identify)
I waive my right to review this recommendation letter I waive I do not waive	er:
Signature	 Date