



Reference Request FERPA Release

Name _____
Last First Middle

Student ID number: _____

I authorize _____ to serve as a reference for me for
Please print
the purposes of _____.

I authorize the above-named person to release information about me and provide an honest evaluation from his or her knowledge of my qualifications. This evaluation could be based upon my involvement in activities or organizations outside the classroom or my performance in his or her class(es).

This information may be released to: (Use additional forms if permissions differ for recipients)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If this person has access to my education record, I authorize him/her to provide any academic information, including but not limited to, my grades, GPA, class rank, scholarships, honors, awards, and comments from other instructors and lab assistants.

I waive / do not waive my right to review a copy of the letter at any time in the future.
(Circle one)

Student signature _____ Today's date _____

The writer of the letter needs to retain this form in their files for three years.



**SANTA MONICA COLLEGE
HEALTH SCIENCES
REQUEST FOR LETTER OF RECOMMENDATION**

Name of Student: _____

Program (Nursing, RT, etc.): _____

Date of Request: _____

Name of Instructor: _____

Check Appropriate Area:

Scholarship: ☐ Employment: ☐ Course Recommendation: ☐

List courses, including the semester and year, in which the above instructor supervised your performance:

List any particular attributes you would like identified in recommendation:

Recommendation addressed to:

Name & Title: _____

Address: _____

Disposition (*Please check one*):

- _____ Mail to address above
_____ Mail to student's address (Student: Please verify if current address is on file.)
_____ Hold for pick-up

Required: **Attach FERPA Release Form**

Optional: **Attach resume to identify other related areas.**

Student's Signature: _____

Instructor's Signature _____

Approve Request _____ **Deny Request** _____ **Date:** _____