



I give my permission to MCC instructor/staff _____ to write a letter of recommendation to:

Name: _____

Business/Institution: _____

Address: _____

City: _____ State: _____ Zip: _____

Recommendation is for (scholarship, employment opportunity, admissions to specific program):

_____ has my permission to include my grades, GPA, and class rank in this letter.

(Print) Student's Name	Student Number	Student's Signature	Date
<input type="checkbox"/> I waive my right to review a copy of this letter.			
<input type="checkbox"/> I do not waive my right to review a copy of this letter.			

Notes: This is a form that school officials (this includes faculty, of course) can use with students who wish for the school official to write a letter of recommendation that includes non-directory information that is maintained by the institution such as grades, GPA, class rank. If any non-directory information is included in a letter of recommendation, the student's written permission is required to include any of these items. This is required because a student (at another institution) filed a complaint with the Family Policy Compliance Office after a faculty member had included a grade and GPA in a letter of recommendation without obtaining the student's permission to do so. The Family Policy Compliance Office determined that the faculty member violated FERPA.

Submit this completed form to Registrar's Office, Room 100J, to be maintained in the Student's Record (Folder).