



FERPA Release for Reference Request

Name _____
Last First Middle

Student ID # _____

I authorize _____ to serve as a reference for me for 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 each recipient)

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 _____ Date _____

Tips for Requesting a Letter of Recommendation

- Ask those who know you and know your capabilities.
- Ask the person if they feel they know you well enough to give you a good recommendation. If not or if they seem unsure, you may want to consider asking someone else.
- Discuss the letter with the writer. Let them know your goals and what they can do to help you reach those goals.
- Ask if they need any additional information from you to complete the letter. Be open to discussion.
- Provide the writer with a copy of your resume.
- Provide the writer with a copy of the position description (if for employment), or information regarding the graduate program for which you are applying.
- Make sure you give the writer ample time to complete the letter. Follow up if you do not hear from them within 10 days.
- Follow up with a thank you note. Let them know of your subsequent success.

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