



Reference Authorization

Letters of recommendation or verbal recommendations which are made from the recommender's personal observation or knowledge (i.e., student involvement, attitude) do not require a written release from the student who is the subject of the recommendation. However, it is **preferred** that a written release be obtained before writing such letters or providing a verbal recommendation.

If the student wishes the recommender to include personally identifiable information from a students' education record (such as grades, GPA, etc.), the student must provide a signed release.

✓ I give permission for \_\_\_\_\_ to write a letter of or give a verbal recommendation to:  
*Staff/Faculty Name*

**Name/Organization** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

✓ The following information may be disclosed from my education record for the purpose of writing a letter of recommendation or providing a verbal recommendation: *please check all that apply*

\_\_\_\_\_ GPA          \_\_\_\_\_ Clinical/Classroom performance          \_\_\_\_\_ Grades for any or all classes

\_\_\_\_\_ Grades for the following classes: \_\_\_\_\_

\_\_\_\_\_ Other (be specific): \_\_\_\_\_

✓ Select 1 statement about reviewing a written recommendation and 1 statement about a verbal recommendation:

\_\_\_\_\_ I waive my right to review a copy of this letter at any time in the future

OR

\_\_\_\_\_ I do not waive my right to review a copy of this letter at any time in the future

\_\_\_\_\_ I understand I will be unable to review a verbal recommendation

Student Name (print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_