



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 student's education record (such as grades, GPA, etc.), the student must provide a signed release.

I give permission for _____ to write a letter of recommendation
Recommender
or provide a verbal recommendation to:

Name/Organization

Address

City

State

Zip

The following information may be disclosed from my education record for the purpose of writing a letter of recommendation or providing a verbal recommendation:

_____ GPA

_____ Clinical/Classroom performance

_____ Grades for any or all classes

_____ Grades for the following classes: _____

_____ Other (be specific): _____

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

_____ 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 Signature

Date

Please print