



**REQUEST FOR LETTER OF RECOMMENDATION**

**Federal Educational Rights and Privacy Act (FERPA) Release**

Name \_\_\_\_\_ Student ID: \_\_\_\_\_

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), I the undersigned, hereby authorize \_\_\_\_\_ (*Instructor/staff's name*) to write a letter of recommendation and/or give a verbal reference in which he/she may reference the following educational records and information:

[Please check the educational records below that may be referenced]

- Course grades and accumulative Grade Point Average (GPA)
- Attendance
- Evaluation in clinical, practicum, cooperative education, or similar courses
- Professional behaviors and attributes
- Other (*specify*) \_\_\_\_\_

I request that the letter of recommendation be sent to [*complete name and address of receiving party*]:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I request the letter of recommendation for the specific purpose of: [*check as appropriate*]

- Recommendations for Employment
- Application for a Scholarship
- Application for Graduate School
- Other (*specify*) \_\_\_\_\_

I understand further that: (1) I have the right not to consent to the release of my education records; (2) I have the right to receive a copy of such records upon request at my expense; (3) and, that this consent shall remain in effect until revoked by me in writing and delivered to the Marshall University Social Work Program; but, shall not affect disclosures previously made by Marshall University's Social Work Program prior to the receipt of any such written revocation.

- 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.

\_\_\_\_\_  
*Student/Alumni Signature*

\_\_\_\_\_  
*Date*

**IMPORTANT WARNING TO RECIPIENTS:** THIS INFORMATION IS RELEASED SUBJECT TO THE CONFIDENTIALITY PROVISIONS OF FERPA AND OTHER APPROPRIATE STATE AND FEDERAL LAWS AND REGULATIONS, WHICH PROHIBIT ANY FURTHER DISCLOSURE OF THIS INFORMATION WITHOUT THE SPECIFIC WRITTEN CONSENT OF THE PERSON TO WHOM IT PERTAINS, OR AS OTHERWISE PERMITTED BY SUCH REGULATIONS.

