

## Permission to Release Non-Directory Education Record Information

Date: \_\_\_\_\_

This is my formal request that \_\_\_\_\_  
print faculty/advisor name  
provide a personal/professional reference for me.

I authorize the person named above to disclose any and all information related to my class performance, general academic performance, or class/lab attendance in both written and oral form to \_\_\_\_\_  
print person's name who is to receive the recommendation

for the purpose of \_\_\_\_\_.  
print reason for recommendation (job, grad school, etc)

I waive my right to review a copy of a written recommendation now and in the future.

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

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

**Faculty/Staff member:** Be aware that once you write a letter of recommendation; it is considered an educational record and therefore you should retain a copy of the recommendation provided AND this form for a minimum of five years.