

## FERPA Guidelines Regarding Letters of Recommendation

Statements written by a someone making a recommendation for a student from that person's own observations or knowledge do not require a written release from the that student. However, if personally identifiable information obtained from a student's education record is included in a letter of recommendation (grades, GPA, etc.), the writer is required to obtain a signed release from the student which:

1. Specifies the records that may be disclosed,
2. States the purpose of the disclosure, and
3. Identifies the party or class of parties to whom the disclosure can be made.

As letters of recommendation are part of the student's education record, the student has the right to read it - unless he/she has waived that right of access.

Requested By (Student):		Release To (Recipient):	
LAST NAME	FIRST NAME	NAME OF PERSON OR COMPANY	
PUID	ADDRESS 1		
DATE	ADDRESS 2		
		CITY, STATE, ZIP	

I give permission to \_\_\_\_\_ to write a letter of recommendation to the above  
(School official's name)

recipient, including the following information:

- |   |                  |
|---|------------------|
| <input type="checkbox"/> Purdue University course grades, GPAs, and class rank (if available) | _____ (initials) |
| <input type="checkbox"/> Restricted directory information*                                    | _____ (initials) |
| <input type="checkbox"/> _____  | _____ (initials) |
| <input type="checkbox"/> _____  | _____ (initials) |

\* Permission is not required for the release of directory information unless the student has made their record confidential through the Registrar's Office. Directory information includes: name, e-mail address, college/school and curriculum, enrollment status and credit hour load, dates of attendance, classification, receipt or non-receipt of a degree, academic awards received (dean's list, honors students), participation in officially recognized activities.

**Waiver** (circle choice)

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

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date