

Permission to Release Educational Records for Letters of Recommendation

Instructions for Faculty: This form *must* be used when a student requests that you write a letter of recommendation to obtain permission to use the student's educational records. Student consent should include a description of the information to be disclosed, to whom the information will be disclosed, and the student's signature and date.

This form is required both for letters of recommendation that go to educational institutions as well as potential employers.

Instructions for Students: You must fill out this form for purposes of the University's compliance with the Family Educational Rights and Privacy Act (FERPA). Under FERPA, a school may not generally disclose personally identifiable information from an eligible student's education records maintained by the institution to a third party unless the eligible student has provided written consent. For further information:

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>

Complete, sign, and provide this form to the faculty or staff member from whom you are requesting a letter of recommendation.

I give my permission to _____ (*Name of Recommender*) to write a letter of recommendation and/or to provide an oral reference to the person(s) or institution(s) listed below. I also give my permission to the recommender to include the following non-directory information in this letter of recommendation and/or oral reference (check all that apply):

- Information on my educational transcripts including my grades and courses taken.
- Information in the attached curriculum vitae or resume.
- Any educational or other records to which the recommender has access in making academic evaluations including but not limited to examinations and quizzes, essays, term papers, and course assignments.
- Other (please specify):

I understand that I have the right *not* to consent to the release of my educational records. However, I also understand that if I refuse to consent to the release of the educational records described above, the UNM Speech and Sciences faculty member may not be able to provide a letter of recommendation for me.

I give my permission for my information to be disclosed to the following (list schools or places of employment to which you are applying):

1. _____
2. _____
3. _____
4. _____
5. _____

Further, I understand that the letters written for me may be placed in my permanent educational records by the recommender and also by the institutions listed above.

Student's name (print): _____

UNM ID: _____

Student's signature: _____

Date: _____