

### Release for Letter of Recommendation

A recommender's statements based on personal observations or knowledge do not require a written release from a student. However, personally identifiable information from the student's educational record (grades, GPA, etc.) may be included in a letter of recommendation only if the writer has a signed release from the student that, 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.

*Adapted from Guidelines for Postsecondary Institutions for Implementation of the Family Educational Rights and Privacy Act of 1974 as Amended, Rev. Ed. 1998, Richard A. Rainsberger, Amer. Assoc. of Collegiate Registrars and Admissions Officers*

Student's Name \_\_\_\_\_ G-ID: \_\_\_\_\_

Student's Email: \_\_\_\_\_@oakland.edu

I give my permission to \_\_\_\_\_ (Faculty or Staff Member Name) to write a letter of recommendation and/or to provide an oral reference to the following party/parties:

List parties to whom the disclosure can be made:

Name	Address	Fax/Email

Please check one (required):

- ☐ I **do not** waive the right to review the requested letter of recommendation.  
☐ I waive the right to review the requested letter of recommendation.

Identify which records which may be disclosed:

- ☐ Any transcript information including grades and courses taken  
☐ Any information on the attached curriculum vitae or resume  
☐ Any educational and other records to which the recommender has (or has had) access in making academic and/or employee evaluations and decisions, (including but not limited to examinations, essays, evaluations, etc.)  
☐ Other (specify):

Identify the purpose of the disclosure:

- ☐ Employment recommendation  
☐ Graduate or professional school recommendation  
☐ Other (specify):

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

Date \_\_\_\_\_

Completed and signed form must be submitted to the reference prior to receiving the recommendation.