

Request for Letter of Recommendation

Federal Educational Rights and Privacy Act (FERPA) Release

Directions: The student should complete this form on-line and print it out; sign, date, and submit it to the Marion Technical College employee whom you will ask to provide the recommendation letter.

Name of Student: _____

Student Campus ID: _____

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), I the undersigned, hereby authorize [**you must insert a specific instructor/staff name**] _____ to write a letter of recommendation 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
- 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**]

- Recommendation for Employment
- Application for a Scholarship
- 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 Marion Technical College; but, shall not affect disclosures previously made by Marion Technical College 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 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.

cc: Copy for Student's file [*same as above recipient of letter*]

updated: 9/25/18 by Marion Technical College