



# Release for Letter of Recommendation

**Instructions for Faculty:** School officials may use this form when a student requests them to write a letter of recommendation. A signed release from a student is necessary to obtain written consent from the student. Student consent should include: (1) the data to be disclosed, (2) to whom the data will be disclosed, and (3) the student's signature and date.

**Nondirectory information** should not be included in a letter of recommendation without the student's written consent. Examples of nondirectory information include: birth date, religion, citizenship, disciplinary status, ethnicity, gender, GPA, marital status, OSU ID or social security number, grades/exam scores and standardized test scores.

If a letter of recommendation contains nondirectory information:

- **A written authorization is required** for recommendations sent to other educational institutions in which the student seeks to enroll, including professional school admission services.
- **A written authorization is required** for recommendations sent to employers or individuals.



**Instructions for Students:** Complete, sign and return to the faculty member.

I give my permission to \_\_\_\_\_ to write a letter of recommendation to:  
(Name of faculty member)

\_\_\_\_\_  
(Name of person, business, institution or service)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)

I give my permission to include the following nondirectory information in this letter of recommendation:

- Grades       GPA       Other (please identify)

\_\_\_\_\_  
\_\_\_\_\_

I waive my right to review this recommendation letter:

- I waive       I do not waive

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date