Instructions for Faculty and Staff: This form may be used when a student requests you, as a school official, to write a letter of recommendation. A signed release is necessary to document written consent from the student. Student consent should include: (1) a description of the information to be disclosed, (2) to whom the information will be disclosed, and (3) the student’s signature and date.

If a letter of recommendation contains non-directory information:
- A written release is recommended for letters sent to other educational institutions in which the student seeks to enroll, including professional school admission services.
- A written release is REQUIRED for general letters of recommendation sent to an employer or for any other purpose.

Examples of non-directory information include: disciplinary status, GPA, grades, social security number, student ID, exam scores, or standardized test scores. For a list of directory information that may be released without consent, please visit www.msmary.edu/ferpa.

Instructions for students: Complete, sign, and return this form to the Office of the Registrar.

I _________________________________ (Student’s Name) give permission to the following staff or faculty member(s):

________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________

I hereby

☐ Waive  ☐ Do not waive

My right to review this recommendation letter or to know the contents of any oral communication.

Student’s Signature ________________________________  Date __________________________