



## Student Recommendation Request FERPA Release

Students requesting a letter of reference or recommendation from a faculty or staff member at Quincy University must provide a signed release if the information is to contain any details that are considered educational records. The Family Educational Rights and Privacy Act (FERPA) prohibits an educational institution from releasing confidential, non-directory information about a student without a student’s consent. Additional information on FERPA is available on the QU website: <https://www.quincy.edu/academics/FERPA/>

Use this form to authorize an individual to use your education records as appropriate to provide requested information. Students are required to return the original, signed copy of this form to the authorized faculty or staff member, prior to obtaining the recommendation. It is the student’s responsibility to identify any information they do not wish to have released. This authorization is effective until the student withdraws it by notifying the individual in writing.

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

I give permission for \_\_\_\_\_

to provide a recommendation on my behalf for the purpose(s) of:

- Application for employment
- Admission to another educational institution
- All forms of scholarship or honorary awards
- Other (specify): \_\_\_\_\_

The recommendation may be given in the following form(s) (check one or both):  Written  Verbal

This information may be released to (check all that apply):

- All prospective employers **or**
- Specific employer(s): \_\_\_\_\_
- All educational institutions **or**
- Specific educational institution(s): \_\_\_\_\_
- All organizations considering me for scholarship or award **or**
- Specific organization(s) considering me for scholarship or award: \_\_\_\_\_

I authorize the above-named person to release and provide an evaluation of my academic performance, which may be based on personal observations or which may be based upon my educational records. I further authorize the above-named person to report details from the following: (check all applicable boxes)

- Information contained in my Quincy University transcript, including grades and courses taken
- Any educational and other records to which the recommender has access in making academic evaluations and decisions, including but not limited to examinations, papers, presentations, projects, evaluations, etc.
- Any information on the attached personal statement (if provided)
- Any information on the attached curriculum vitae or résumé (if provided)
- Other (specify): \_\_\_\_\_

Additional Comments: \_\_\_\_\_

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

Date: \_\_\_\_\_