FERPA WAIVER FOR RECORDS RELEASE, LETTER OF RECOMMENDATION – SAMPLE

[DATE]

I, [Student name, Student ID], voluntarily consent [Letter Writer] to include information about my academic record that [Letter Writer] deems necessary and relevant for the purpose of writing a letter of recommendation on my behalf, including, but not limited to:

- Grades, grade point average (GPA), units, registration status, and other information included on my transcript.
- Course selection, and completed degree requirements.
- Referrals, disciplinary records, and other information included in my academic file.

I understand this consent will expire one (1) year from the date below. I understand that if I choose to continue to share this information in the manner described above, I will need to sign a new release yearly.

I understand that I have the right to revoke this consent at any time by submitting a request in writing.

I understand that once a letter of recommendation has been sent it cannot be altered, amended, or revoked.

Signature	Date