

FERPA AUTHORIZATION TO RELEASE INFORMATION OR REQUEST FOR LETTERS OF RECOMMENDATION

TO:

\_\_\_\_\_ (Name  
of University Official and Department)

(CHECK ALL APPLICABLE AREAS)

Please \_\_\_ write a letter or recommendation

\_\_\_ complete evaluation form

\_\_\_ release information verbally

\_\_\_ other(specify)\_\_\_\_\_

(CHECK ALL APPLICABLE SPACES)

TO: \_\_\_ all potential employers

\_\_\_ any educational institution

\_\_\_ only to the following \_\_\_\_\_(specify)

(CHECK ALL APPLICABLE SPACES)

For the following purpose: \_\_\_ employment

\_\_\_ admission to an educational institution

\_\_\_ all forms of scholarship or honorary award

\_\_\_ other (specify)\_\_\_\_\_

I authorize you to consult my educational record at Vanderbilt University to reveal such information from my educational record, as you consider appropriate for the purpose stated above, including information pertaining to my education at other institutions I have previously attended which is a part of my education records at Vanderbilt.

I waive , do not waive  (check one) my right to see the recommendation or other information prepared pursuant to this release.

Name (print) \_\_\_\_\_

Signature \_\_\_\_\_

Student ID Number \_\_\_\_\_

Date \_\_\_\_\_

Recommendation Form.doc