

Pacific University, College of Arts and Sciences

**Permission/Release Letter
For
Letter of Recommendation Information**

I, _____ (student's printed name), give permission for Professor Elizabeth E. Tavares to write a letter of recommendation to the following person(s), company(ies), institution(s):

With my signature, I am giving permission to my professor to include my grades and GPA(s) in this letter.

I **WAIVE / DO NOT WAIVE** (circle one) my right to review a copy of said letter(s) of recommendation at any time in the future.

student signature

date

****A recommender's statements based on personal observations or knowledge do not require a written release from a student; however, personally identifiable information from the student's educational record (grades, GPA, etc) may be included in a letter of recommendation only if the writer has a signed release from the student that, 1) specifies the records that may be disclosed, 2) states the purpose of the disclosure, and 3) identifies the party or class of parties to whom disclosure may be made (*Adapted from Guidelines for Postsecondary Institutions for Implementation of the Family Educational Rights and Privacy Act of 1974*)

9/14/05