



Non-directory information should not be included in a letter of recommendation without a student's written consent. Faculty/Staff intending to include educational information that is otherwise protected by the Family Educational Rights and Privacy Act (FERPA) should use this form to obtain a signed and dated consent from the student. The type of non-directory information that will be disclosed, and to whom, should also be documented. **The form must be completed by the student, signed, and submitted to the reference (by UWSP email or in-person), for each release of information.** Learn more about UWSP directory information [here](#).

1 Student Contact Information

Name as it appears on your UWSP student records			
First Name	Middle Name	Last Name	
Current name (if different from above):			
First Name	Middle Name	Last Name	
Email	Telephone	Student ID	
I waive my right to review the letter of recommendation: Yes No			

2 What information do you want UW-Stevens Point to release? Be specific.

- Grades, exam scores, class work, etc.
- Grade Point Averages
- Evaluations of internships, externships, practicums, etc.
- Other (specify):

3 Recipient Contact Information

Name/Organization					
Address					
City		State		Zip Code	
How do you want this information sent? (choose one):					
To this email address:		To this fax number:		To the mailing address above.	

4 My signature confirms I have read and understand the following:

I understand that this is a "single use" request. This written consent overrides all FERPA restrictions I have placed on my UWSP account that would otherwise prevent the release of specific information.

I understand that I may not be notified when the above information is released to the designated recipient.

I attest that I am requesting this release of my educational record and confirm that all information entered above is accurate. I authorize the UW-Stevens Point staff member receiving this request to release this information to the designated recipient.

Signature (in pen) or submit via UWSP email account

Date