



## Letter of Recommendation Release Form

**Non-directory information** should not be included in a letter of recommendation without the student's written consent. Comments regarding personal observations DO NOT require such a release.

**Faculty/Staff:** If a letter of recommendation contains any non-directory information, then written authorization is required. This includes recommendations sent to employers, individuals, or educational institutions, including professional school admission services. Examples of non-directory information include: birth date, religion, citizenship, disciplinary status, ethnicity, gender, GPA, marital status, UWSP ID or social security number, grades/exam scores, and standardized test scores.

School officials intending to include non-directory information in a letter of recommendation should use this form, or a related document, to obtain signed and dated consent from the student. The type of non-directory information that will be disclosed (i.e. grades, test scores), and to whom, should also be documented.

**Students:** Complete this form and return to the school official writing your letter of recommendation.

I give permission to \_\_\_\_\_ to disclose the following non-directory information items in my letter of recommendation:

- Grades (exam scores, quizzes, etc.)
- GPA information
- Other (please identify) \_\_\_\_\_

I waive my right to review the letter of recommendation:  Yes  No

Parties to whom the disclosure can be made (person, business, institution, or service):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_  
Student Name

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

\_\_\_\_\_  
Date