

Authorization for Faculty/Staff Letter of Recommendation

Augsburg College faculty and staff are often asked to write letters of reference or recommendation for students to educational institutions, employers, and other organizations. Statements made from the recommender's personal observation or knowledge do not require written release from the student who is the subject of the recommendation. However, if personally identifiable information obtained from a student's education record is included in a letter of recommendation (grades, GPA, etc.), the writer is required to obtain a signed release from the student which: 1) specifies the records that may be disclosed, 2) states the purpose of the disclosures, 3) identifies the entities to whom the disclosure can be made, 4) selects whether to waive or not waive the right to review or receive a copy of the recommendation or reference. The College recommends that faculty and staff retain a copy of the signed release and letter of reference or recommendation for one calendar year.

Date: _____

Faculty/Staff Member Name: _____

Student Name: _____ Student ID#: _____

I am requesting that a recommendation letter be released to the individuals/organizations listed below. I agree that the faculty/staff member may draw upon the following information in writing this recommendation.

_____ All personal observations and academic information including grades earned, grade point averages, course work, course performance, other academic and professional interactions, and all other information contained in my academic record.

-OR-

_____ Only personal observations which do not include information from my academic record.

Please send the recommendation to (list individuals or organizations and addresses here):

Date of graduation or last attendance: _____

I agree to the release of the information indicated above for the purpose of providing a recommendation for me.

Signature _____

Date _____

_____ I waive the right to review the recommendation.

_____ I retain the right to inspect the recommendation.