



Request for Letter of Recommendation

This form may be used by a student to authorize release of non-directory academic information (per FERPA) from his/her education record for the purpose of a letter of recommendation, application to an educational institution, etc.

I authorize the instructor/staff named in the box below to consult my Manhattanville College records and disclose such information as he/she considers pertinent and appropriate for the purpose(s) stated below. This includes Manhattanville College related academic information as well as information pertaining to my education at other institutions that I may have previously attended and which constitutes part of my educational record at Manhattanville College. This authorization is valid for one year from the date below.

Check all applicable areas: **(This authorization is not valid without student signature and date.)**

- Write a letter of recommendation
- Complete an evaluation form or some assessment instrument (attached)
- Release information verbally

Other (specify):

Check all applicable areas: **(This authorization is not valid without student signature and date.)**

- All potential employers
- Any educational institution
- Only to the following specified entity (specify name, address (if applicable), or other identifying information below).

Release above information only to:

I waive or I do NOT waive my right to see at any time in the future any recommendations) or information prepared pursuant to this release. (Note: If student fails to indicate a choice it will be assumed that student has waived their right to see recommendation/information.)

- I waive my right
- I do NOT waive my right

Student name (print): Student signature:

Student ID Number: Date:

If a copy of the resulting letter of recommendation, or other evaluation materials, is kept on file these materials become part of the student's educational record and the student has the right of access and review unless he/she has waived these rights (see above). Directory information may be included in any materials produced by the instructor/staff unless the student has signed a statement requesting nondisclosures. Such requests are kept on file by the Office of the Registrar and are noted by the Confidentiality flag on the student's record. This statement is in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA).