



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 Dr. Mark Plonsky to disclose the following
(Name of faculty/staff member)

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, institutions, or service)

(name) _____

(address) _____

(city) _____ (state) _____ (zip) _____

(name) _____

(address) _____

(city) _____ (state) _____ (zip) _____

(name) _____

(address) _____

(city) _____ (state) _____ (zip) _____

Student Signature _____

Date _____

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Forms should be kept on file in the department office for at least one year