FERPA AUTHORIZATION TO RELEASE INFORMATION OR REQUEST FOR LETTERS OF RECOMMENDATION

TO:
__________________________________________________________
(Name of University Official and Department)

(CHECK ALL APPLICABLE AREAS)

Please ___write a letter or recommendation
___complete evaluation form
___release information verbally
___other(specify)___________________________________________________

(CHECK ALL APPLICABLE SPACES)

TO:___all potential employers
___any educational institution
___only to the following______________________________________(specify)

(CHECK ALL APPLICABLE SPACES)

For the following purpose:____employment
___admission to an educational institution
_____ all forms of scholarship or honorary award
_____other (specify)__________________________________
I authorize you to consult my educational record at Vanderbilt University to reveal such information from my educational record, as you consider appropriate for the purpose stated above, including information pertaining to my education at other institutions I have previously attended which is a part of my education records at Vanderbilt.

I waive (), do not waive () check one my right to see the recommendation or other information prepared pursuant to this release.

Name (print)________________________________

Signature___________________________________

Student ID Number___________________________

Date________________________________________

Recommendation Form.doc