

Request and Permission

For Letter of Reference and/or Verbal Recommendation

Northwestern Health Sciences faculty and staff are often asked to write letters of reference or give verbal recommendations 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 University recommends that faculty and staff retain a copy of the signed release and letter of reference or recommendation for one calendar year.

For the purpose of providing a recommendation for me I give

_____ permission to write a letter of reference or provide a verbal recommendation on my behalf to:

(Name of individual or institution)

(Address and/or phone number or email)

This permission includes the release of academic information (including grades, GPA, courses attended, academic performance, etc.)

I (waive) / (do not waive) my right to review a copy of the letter at any time in the future.

Student Name (print or type)

Student ID#

Student Signature

Date

Note to student: *Please assist the faculty member or administrator in preparing your reference by providing supporting information along with your request. Examples of information that might be helpful: a resume, a transcript, samples of previously completed academic work, etc. and information about the academic program or the position you are applying for.*