SAN FRANCISCO STATE UNIVERSITY
1899

Letter of Recommendation Release Form

Directory Information: (student name, email address, major field(s) of study, dates of attendance, class or student level, enrollment status (e.g. undergraduate or graduate, full-time or part-time), degrees awarded, honors and awards received, SF State student ID) can be included in a letter of recommendation without a student's written authorization. .

Non-directory information can be included in a letter of recommendation only with a 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 (i.e. birth date, religion, citizenship, disciplinary status, ethnicity, gender, GPA, test scores, grades, standardized test scores, marital status etc.) then a written authorization is required. This includes recommendations being sought by educational institutions including professional school admissions services, employers, or other individuals.

STUDENTS: Complete this form and return with proof of signature (copy of driver's license, California ID or passport) to the school official writing your letter of recommendation.

Student's Name: _____ Student ID#: _____

Email: _____ Phone: _____

I herby give permission to: _____

(Name of faculty/staff member)

to disclose the following non-directory information items in my letter(s) of recommendation:

- ☐ Grades (exam scores, quizzes, etc.)
- ☐ GPA information
- ☐ Other (please specify) _____

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:** _____

Forms to be kept on file in the department office for one year.