

Illinois Central College

Recommendation Release Form for Faculty

Family Educational Rights and Privacy Act (FERPA) requires that a consent for disclosure of education records be signed and dated, specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made. 34 CFR § 99.30. As such, oral consent for disclosure of information from education records would not meet FERPA's consent requirements.

In some instances, students will request a recommendation from a faculty member for a scholarship, college admission, or other related process that requests that the faculty member provide their educational and other records to another institution or agency.

- This form allows the faculty member to release course-related information (as defined below) to the individual as specified on the form. If a form is provided to the faculty member by the student that is comparable, that form may be used in place of this, as long as the record is maintained.
- Nothing in FERPA prohibits a school official from sharing information that is based on that official's personal knowledge or observation and that is not based on information contained in an education record-whether it is shared with a parent or a recommendation. Therefore, FERPA would not prohibit a teacher or other school official from letting a parent know of their concern about their son or daughter that is based on their personal knowledge or observation.
(<http://familypolicy.ed.gov/content/disclosure-information-education-records-parents-students-attending-postsecondary>)
- A signed release is required when any information from an educational record is being disclosed (including courses taken, grades, performance, or academic standing.)
- Information for this form will only be released by the faculty member. A copy of any recommendation form or letter should be attached to this form. This form should be maintained by the faculty member for the current term. At the end of the term, the forms should be submitted to the Department Office so they can be given to Enrollment Services to be scanned and disposed of according to the established guidelines.
- If a student does not waive the right to review the recommendation, it must be made available to the student upon request.

Faculty reserve the right to decline writing a recommendation, whether or not the student waives his/her rights to access.

Draft August 23, 2016

Recommendation Release

Complete, sign and return to the faculty or staff member. I give my permission to _____ (Faculty or Staff Member Name) to write a letter of recommendation and/or to provide an oral reference to:

For the purpose of:

I give my permission for _____ (Faculty or Staff Member Name) to include the following non-directory information in this letter of recommendation or oral reference:

- Any academic information including my grades and courses taken
- Any information including course attendance and classroom participation as determined by the instructor
- Any educational and other records to which the recommender has (or has had) access in making academic evaluations and decisions, (including but not limited to examinations, essays, term papers, group projects, and so forth.)
- Other (please specify)

I hereby

- Waive
- Do Not Waive

my right to review this recommendation letter or to know the contents of any oral communication.

Student's Name (*please print*) _____ Student ID: _____
(Optional) Student's Phone: _____ Student's Email: _____

Student's Signature: _____ Date: _____

Faculty reserve the right to decline writing a recommendation, whether or not the student waives his/her rights to access.

Draft August 23, 2016

All releases of information should be tracked below with the date of release, information released, and person to which the information is released. At the end of the term, the form should be turned in to the Academic Department Office. The Department will forward the information to Enrollment Services so that it can be scanned and disposed of according to the guidelines. Once the term is over, no information should be released without a new form signed by the student.

*****Nothing in FERPA prohibits a school official from sharing information that is based on that official's personal knowledge or observation and that is not based on information contained in an education record-whether it is shared with a parent or a recommendation. Therefore, FERPA would not prohibit a teacher or other school official from letting a parent know of their concern about their son or daughter that is based on their personal knowledge or observation.
(<http://familypolicy.ed.gov/content/disclosure-information-education-records-parents-students-attending-postsecondary>)

Releases:

Date	Information released	Person information released to
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Faculty reserve the right to decline writing a recommendation, whether or not the student waives his/her rights to access.
Draft August 23, 2016