

UNIVERSITY OF NORTH ALABAMA
STUDENT REQUEST FOR LETTER OF RECOMMENDATION, EVALUATION OR OTHER
RELEASE OF INFORMATION

AND

FERPA RELEASE

Student name (please print): _____

Student Identification Number: _____

I request _____ to: (check all applicable spaces)

_____ write a letter of recommendation
_____ complete an evaluation form
_____ release information verbally
_____ other (specify) _____

The purpose(s) of this request are: (check all applicable spaces)

_____ application for employment
_____ scholarship or honorary award
_____ admission to another education institution
_____ other (specify) _____

The disclosure is to be made to: (check all applicable spaces)

_____ All prospective employers OR
_____ All educational institutions OR
_____ All organizations considering me for an award or scholarship OR
_____ Only to the following: _____ (specify)

I authorize the above person to release information and provide an evaluation or recommendation about any and all information from my education records at the University of North Alabama ("University"), including information pertaining to my GPA, grades, courses, performance, class rank and my education at other institutions I have previously attended which is a part of my education records at the University, deemed necessary by said person to comply with the above request.

I understand further that: (1) I have the right not to consent to the release of my education records; (2) I have a right to receive a copy of any written reference, letter of recommendation or evaluation form upon request unless such right is waived below; (3) and that this consent shall remain in effect until revoked by me, in writing, and delivered to the University, but that any such revocation shall not affect disclosures previously made by the University or prior to the University's receipt of any such written revocation.

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

Student's Signature

Date