



# Request for Letter of Recommendation

Letters of recommendation which are made from the recommender’s personal observation or knowledge do not require a written release from the student who is the subject of the recommendation. If, however, the student wishes the recommender to include personally identifiable information from a student’s education record (such as course name, grades, GPA, etc.) the student must provide a signed release. Recommendations can be provided without this signed release but the information provided by the recommender will be significantly limited without this permission.

**Directions:**

- 1) Student: please complete the below form and either email, mail or deliver it to the person who will be writing the letter on your behalf.
- 2) Recommender: Please retain a copy of the letter of recommendation and this form in your personal files.

I, \_\_\_\_\_ (please print) B# \_\_\_\_\_, give my permission to Oakton College to provide a recommendation on my behalf to:

|                                |              |            |
|--------------------------------|--------------|------------|
| <b>Name</b>                    |              |            |
| <b>Address</b>                 |              |            |
| <b>City</b>                    | <b>State</b> | <b>Zip</b> |
| <b>Email</b>                   |              |            |
| <b>Website (if applicable)</b> |              |            |

Name of Oakton faculty/staff member you wish to complete the recommendation:

\_\_\_\_\_

Oakton College has my permission to include in the recommendation:

(Mark any that apply)

- Grades for and names of the following courses: \_\_\_\_\_
- Grade point average (GPA)
- Other \_\_\_\_\_

Under the Family Educational Rights and Privacy Act (FERPA), students have certain rights with regards to their educational records. Some of these rights include the right to review materials in educational records. You can choose whether or not you want to waive these rights.

Check one:

- I waive my right to receive and/or review the letter of recommendation at any time in the future.
- I do not waive my right to receive and/or review the letter of recommendation at any time in the future.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date