

MISSOURI SOUTHERN

STATE UNIVERSITY

OFFICE OF THE REGISTRAR

Authorization for Letter of Recommendation with Authorization to Release Non-Directory Information

Student Name (Print)

MSSU SID No.

I give permission for _____ to write a letter of recommendation on my behalf to the listed person below. I give permission for the letter to include any educational, academic, and non-directory information deemed necessary to complete the letter.

Recipient Name and Business _____

Address _____

Email _____ Fax _____

I **WAIVE** **DO NOT WAIVE** my right to review a copy of this letter prior to sending it to the recipient.

I further agree that this form also serves as an authorization to release non-directory information to the recipient listed.

Student Signature

Date

This authorization will remain on file in the department office no longer than one year from date of letter.

Submit a copy of this completed form to the Office of the Registrar in Hearnese Hall 101, the department, and the person who is writing the reference letter.

Office Information Only

Personal observations about the student are acceptable comments that can be included in the recommendation without the student's written permission.

Recommendation letters that list non-directory information about the student (such as grades, GPA, etc.) must be authorized by the student. The following information is required by FERPA regulations:

1. Specify the records to be disclosed (stated in general terms above).
2. State the purpose of the disclosure (Letter of Recommendation).
3. Identify the parties to whom the disclosure is to be made.

Completion and submission of this form to the Office of the Registrar satisfies the requirement of authorization to release non-directory information.

Please attach a copy of the reference letter and forward both documents to the department's office.

The instructor should keep a copy, also.