



FERPA RELEASE: Letter of Recommendation

Name of Student _____

Print Name: First & Last

MUID

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), I the undersigned, hereby authorize (Print Instructor Name) _____ to write a letter of recommendation in which he/she may reference the following educational records and information (*Please list educational records information that will be included, such as: Grades, GPA, etc.*):

To: _____

(Print: Name and Address of receiving party provided by student)

(Address)

(Address)

for the purpose of (*providing a recommendation for employment, scholarship, admissions, or licenser*):

I understand further that (1) I have the right not to consent to the release of my education records; (2) I have the right to receive a copy of such records upon request; (3) and that this consent shall remain in effect until revoked by me, in writing, and delivered to Marshall University, but that any such revocation shall not affect disclosures previously made by Marshall University prior to the receipt of any such written revocation.

___ I waive my right to review a copy of this letter at any time in the future

___ I do not waive my right to review a copy of this letter at any time.

Student's Signature

Date

THIS INFORMATION IS RELEASED SUBJECT TO THE CONFIDENTIALITY PROVISIONS OF FERPA AND OTHER APPROPRIATE STATE AND FEDERAL LAWS AND REGULATIONS, WHICH PROHIBIT ANY FURTHER DISCLOSURE OF THIS INFORMATION WITHOUT THE SPECIFIC WRITTEN CONSENT OF THE PERSON TO WHOM IT PERTAINS, OR AS OTHERWISE PERMITTED BY SUCH REGULATIONS.

Dear Student-

If you have received this form it means that I, **Dr. Sean P. McBride**, have agreed to write you a letter of recommendation (LOR). My overall goal is to write you the best possible LOR I can; however, I will never include any specific grade information for any other courses in which I am **NOT** your professor (thus no overall, or major specific, GPAs will ever be discussed). I want you to know what you are getting upfront. All my LORs **will** most likely, but are not guaranteed to, contain your letter grade(s) in the current/past course(s) that I am or have been your professor, your class rank in those courses relative to your peers, and your overall academic performance in those courses (all of these things may, or may not be used, only ones that reflect most positively for you, this selection is made on a case by case basis). For the strongest possible letter, please place a check mark next to Grades, Class Rank, Courses Attended, and Academic Performance below; these are the things the recipient of this LOR will want to know about you and including these is the easiest way for me to promote you as a top-notch stellar student with solid academic evidence reflecting this fact. LORs with no numerical basis or ranking to compare you relative to your peers are very weak compared to LORs that have this information (1 short paragraph of stats, providing academic evidence of excellence, is worth many pages of lofty words). If for some reason you wish that I do NOT discuss your Grades, Class Rank, Courses Attended, and Academic performance in your LOR, please indicate below by NOT checking the corresponding boxes.

Please fill out the below form, sign and date it, then return it to me either in person, or scan and email it to me. This form is an effort to comply with the Family Educational Rights and Privacy Act (FERPA), which requires written student permission before releasing student information to a third party. For more details see <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>. Please stop by my office in Science, Room 152, or email me if you would like to discuss any of the above/below information before signing the form. **If you have not done so already, please send me your current resume and personal/objective statement.** Your personal statement should be a separate, 1 -2 page document, explaining specifically why you are applying to the specific graduate school/program/scholarship/or award in question (see <https://owl.english.purdue.edu/owl/resource/642/02/> for assistance in writing one). If for some reason you no longer need a letter of recommendation from me, just let me know.

Student Name: _____

Student ID Number: _____

I authorize _____ to write a letter of recommendation on my behalf to:

| | |
|----------------|--|
| Recipient Name | |
| Address | |
| | |
| | |
| Phone number | |
| Email | |

The following information may be included in the recommendation letter (mark all that apply):

- Grades Courses Attended
 Class Rank Academic Performance

Check one: I waive I do not waive my right to review a copy of the letter at any time in the future.

Student Signature

Date