



## Release for Letter of Recommendation

### Instructions for Faculty and Staff:

In order to write a letter of recommendation that **includes personally identifiable information** (assignments, class rank, GPA, grades, etc.) you are required to have obtained a sign release from the student.

A letter of recommendation that **only includes directory information\*** and/or your own observations or knowledge do not require a signed release from the student.

Please note that **all letters of recommendation are considered part of a student's education record** and they will have the right to review such letters unless they have waived their right to access.

### Instructions for Student:

Complete the below fields and return the signed document to the faculty or staff member you requested a letter of recommendation from.

I hereby give my permission to \_\_\_\_\_ (Faculty or Staff member name) to include the following confidential information in a letter of recommendation to the below recipient:

- Information that can be found on my University of Kentucky transcript (courses taken, grades, GPA, etc.)
- Information included in an attached curriculum vitae, resume, or personal statement
- Any other confidential records the recommender can access (committee evaluations, essays, examinations, teaching evaluations, term papers, etc.)
- Directory information (only if restricted)\*
- Other (must specify)

\_\_\_\_\_  
\_\_\_\_\_

### **Release to (Recipient):**

\_\_\_\_\_  
Name of Person or Company Email

\_\_\_\_\_  
Address

I hereby  **waive** /  **do not waive** my right to review this recommendation letter or to know the contents of any follow-up communication in reference to this letter.

Student Name (Please Print): \_\_\_\_\_ UK ID: \_\_\_\_\_

Student Phone: \_\_\_\_\_ Student Email: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Directory information can be released without a student's authorization, unless that student has 'opted out' via their myUK Student Portal. Students that have done so will have a privacy flag on their student account (faculty/staff should review the account for this flag before completing any letter of recommendation). If a student has a privacy flag (opt out) they must have given permission above to release any directory information. A listing of currently defined directory information can be found at: <https://registrar.uky.edu/ferpa>