

## **FERPA: Family Educational Rights and Privacy Act**

### **Letters of Recommendation for Students**

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If you are asked to write a letter of recommendation for a student, the Family Policy Compliance Office requires under the Family Educational Rights and Privacy Act:

“Statements made by a person making a recommendation that are made from that person’s personal observation or knowledge do not require a written release from the student who is the subject of the recommendation. However, if personally identifiable information obtained from a student’s education record is included in the letter of recommendation (grades, GPA, attendance, etc.), the writer is required to obtain a signed release from the student, which 1) specifies the records that may be disclosed, 2) states the purpose of the disclosure, and 3) identifies the party or class of parties to whom the disclosure can be made.”

*AACRAO FERPA 2006 Guide*

Attached, on page 2, is sample text that can be used for writing a letter of recommendation that includes personally identifiable information. Since the college must keep a record of the signed release, please forward a copy of the form to the Records Office, SRC 2150.

**If you would like the Records Office to handle the permission form, please do the following:**

1. Send the student who is requesting a letter of recommendation to the Records Office before completing the letter.
2. The Records Office will ask the student to complete the required documentation, and after verification will give a copy of the form to the student to show you.
3. You may then write the letter of recommendation that includes personally identifiable information.

### **Questions?**

Contact the Records Office Verification Specialist at (630) 942-2431

— OR —

The Coordinator of Student Records (630) 942-3022

**Letter from student granting permission to write recommendation:**

College of DuPage  
425 Fawell Boulevard  
Glen Ellyn, IL 60137

I \_\_\_\_\_, grant permission for  
*(Student's name)*

Professor \_\_\_\_\_ to write a letter of recommendation for  
the purpose of \_\_\_\_\_.

*(Name/Address of company/organization)*

Professor \_\_\_\_\_ has my permission to include my grades and  
GPA in the letter.    Yes    No

Please circle:

I  waive /or  do not waive my right to review a copy of this letter at any time in the future.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*