

Faculty Writing Letters of Recommendation

(for scholarships, or any other purpose)

To stay within the rules of FERPA, the following guidelines should be followed:

FERPA language	ABAC Interpretation
<p>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. <u>However</u>, if personally identifiable information obtained from a student's education record is included in a letter of recommendation (grades, GPA, etc), the writer is required to obtain a signed release from the student which:</p> <ul style="list-style-type: none">▪ Specifies the records that may be disclosed▪ States the purpose of the disclosure▪ Identifies the party or class of parties to whom the disclosure can be made▪ Indicates whether the student waives or does not waive the right to review a copy of the letter (you <i>cannot</i> require the student to waive this right)	<p>Protect yourself and the ABAC campus. If you agree to provide a written recommendation for a student, require that the student make that request to you in writing. The student's request should indicate specific items that may be included in your writing (i.e., grades, GPA, academic standing).</p> <p>Final note: Students may elect to place a confidentiality hold on their records. If a student initiates this option, this means absolutely NO information may be communicated on this student. Before you comply with a request for a letter of recommendation, MAKE SURE THE STUDENT DOES NOT HAVE A CONFIDENTIAL HOLD. You may view this in Banner Web under your advisee listing (Current Advisee Listing) or on the roster link entitled Summary Class List.</p>
<p>When in doubt, err on the side of caution! Please see the sample letter below.</p>	

SAMPLE PERMISSION LETTER TO WRITE A LETTER OF RECOMMENDATION

I give permission to Prof. Kostal to write a letter of recommendation for my scholarship application. The letter should be addressed to:

ABAC Scholarship Committee
Academic Affairs

Prof. Kostal has my permission to include my grades, GPA, and academic standing in this letter.

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

Signed

Date

