



Permission to Write
Letter of Recommendation

Personal observations about a student can be included in a Letter of Recommendation without the student's written permission. However, written permission **must** be obtained to include non-directory information, including grades, GPA, and class rank.

I give permission to _____ to write a letter of recommendation to:
Faculty/Staff name

Address: _____

for the purpose of _____

to include: [] grades [] GPA [] class rank [] Other _____
(please be specific)

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

Student's name (please print)

Student's signature

Date