

**FERPA RELEASE**  
**Letter of Recommendation**  
**Zane State College**  
**1555 Newark Road**  
**Zanesville OH 43701-2626**

Name of Student \_\_\_\_\_  
(Print Name) (Student ID #)

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), I, the undersigned, hereby authorize [*instructor / staff name*] to write a letter of recommendation in which he/she may reference the following educational records and information:

[*list educational records information that may be included, such as*]

1. Grades
2. GPA
3. Class Rank
4. Personal attributes
5. Attendance

to: [*name and address of receiving party provided by student*]

for the purpose of [*providing a recommendation for employment or scholarship*].

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 written request; (3) and that this consent shall remain in effect until revoked by me, in writing, and delivered to Zane State College, but that any such revocation shall not affect disclosures previously made by Zane State College prior to the receipt of any such written revocation.

- I waive my right to review a copy of this letter.
- I do not waive my right to review a copy of this letter.

\_\_\_\_\_  
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.

cc: [*same as above recipient of letter*]