



FERPA: Student Information Release Letter of Recommendation or Reference Enrollment Center

In compliance with the federal Family Education Rights and Privacy Act (FERPA) of 1974, SUNY Niagara will not release non-directory student information to a third party without written consent of the student. *Non-directory student information includes grades, grade point average (GPA), class schedule, and degree progress.*

This form is used to authorize the inclusion of non-directory information in a letter of recommendation or reference. **Completed forms must be submitted to the faculty member at SUNY Niagara.**

Student Information:				
_____			_____	
Name			Date of Birth	
_____		_____	_____	
SUNY Niagara Student ID		Graduation Date <i>(if applicable)</i>	Contact Phone	
_____			_____	
Address			City	State Zip

Person Writing Letter of Recommendation or Reference: _____
Phone: _____

Student Authorization:	
<i>By signing below, I authorize the above identified individual to include the indicated non-directory student record information in any letter of recommendation or reference written on my behalf.</i>	
Information allowed to include (check all that apply):	
<input type="checkbox"/>	Class Schedule
<input type="checkbox"/>	Class Attendance
<input type="checkbox"/>	Class grade(s) and GPA
<input type="checkbox"/>	Degree progress/graduation evaluation
<input type="checkbox"/>	Academic performance
<input type="checkbox"/>	Any and all information
Please EXCLUDE the following information in this letter: _____	
I DO	DO NOT
wish to review a copy of this letter of recommendation or reference	
Date needed:	(please allow two weeks' notice)
Method of Delivery:	
Pickup Letter by student	
Mail this Information to:	
○ Name/Company _____	
○ Address _____	
Mail this information to the student address above	
_____	_____
Student's Signature	Date