

FERPA Release: Letter of Recommendation/Verbal Recommendation

Federal law requires that you complete this form and submit it in order for a member of the Physical Therapy Department to write a letter of recommendation, provide a verbal reference, and/or provide any confidential information about your academic history with other individuals. Please PRINT, COMPLETE, SIGN, and hand deliver or mail (not email) this form with each new request for a recommendation or reference, or if you would like a change to be made from a previous submission.

Name: _____

Former Name (if name changed after being a student in the Program): _____

Graduation Year or Expected Graduation Year: _____

This recommendation request (check one):

- Is an initial request
- Is an addition to previous recommendation requests
- Supersedes previous recommendation requests

In accordance with the Family Education Rights and Privacy Act of 1974 (FERPA), I, the undersigned, hereby authorize the following individual(s) to provide a recommendation for me (check the most applicable boxes):

- All Briar Cliff DPT Core Faculty and Staff
- All Briar Cliff DPT Core Faculty
- All Briar Cliff DPT Staff
- All Briar Cliff DPT Advisory Board Members
- All members of the Briar Cliff Financial Aid Department
- Specific Individual(s) (list): _____

The aforementioned individual(s) may (check all that apply):

- Provide a written letter of recommendation/reference
- Provide a verbal recommendation/reference
- Discuss confidential academic information

The aforementioned individual(s) may provide the aforementioned modes of disclosure in which he/she may reference the following educational records and information (check all that apply):

- All confidential information listed below
- Transcripts
- Personal Records
- Academic Records
- Clinical Education Records
- Advisement Records
- Professionalism Records
- Financial Aid Records
- Student Employment Records
- GPA
- Class Attendance
- Course Performance
- Clinical Education Performance
- Student Activities
- Professional Service
- Community Service
- Scholarly Activity
- Professional Development
- Race
- Gender
- Ethnicity

Other (specify): _____

