



I give my permission to MCC instructor/staff \_\_\_\_\_ to write a letter of recommendation to:

Name: \_\_\_\_\_

Business/Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Recommendation is for (scholarship, employment opportunity, admissions to specific program):

\_\_\_\_\_ has my permission to include my grades, GPA, and class rank in this letter.

( Print) Student's Name	Student Number	Student's Signature	Date
<input type="checkbox"/> I waive my right to review a copy of this letter.			
<input type="checkbox"/> I do not waive my right to review a copy of this letter.			

**Notes:** This is a form that school officials (this includes faculty, of course) can use with students who wish for the school official to write a letter of recommendation that includes non-directory information that is maintained by the institution such as grades, GPA, class rank. If any non-directory information is included in a letter of recommendation, the student's written permission is required to include any of these items. This is required because a student (at another institution) filed a complaint with the Family Policy Compliance Office after a faculty member had included a grade and GPA in a letter of recommendation without obtaining the student's permission to do so. The Family Policy Compliance Office determined that the faculty member violated FERPA.

**Submit this completed form to Registrar's Office, Room 100J, to be maintained in the Student's Record (Folder).**