

**FERPA RELEASE**  
**Request for Letter of Recommendation**  
**North Central State College**  
**2441 Kenwood Circle**  
**P.O. Box 698**  
**Mansfield, Ohio 44901**

Name of Student \_\_\_\_\_  
(Print Name) (Social Security Number)

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), I, the undersigned, hereby authorize \_\_\_\_\_ to write a letter of recommendation in which he/she may reference the following educational records and information: (instructor/staff name)  
*(list educational records, information, etc. that will be included, such as grades, gpa, class rank):*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

to: *(name and address of receiving party provided by student):*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

for the purpose of: \_\_\_\_\_  
*(example: providing a recommendation for employment or scholarship).*

I understand further that (1) I have the right not to consent to the release of my educational records; (2) I have the right to receive a copy of such records upon request; (3) and that this consent shall remain in effect until revoked by me, in writing, and delivered to North Central State College, but that any such revocation shall not affect disclosures previously made by North Central State College prior to the receipt of any such written revocation.

☞ I waive my right to review a copy of this letter at any time in the future.

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

\_\_\_\_\_  
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.