



FERPA Letter of Recommendation Release
Office of Enrollment Services
Yakima Valley College

Please print clearly

Name: Last, First, Middle Student ID Number

In accordance with the Family Education Rights and Privacy Act of 1974 (FERPA), I, the undersigned, hereby authorize (Print Reference' Name) to write a letter of recommendation in which he/she may reference the following educational records and information:

- Advisement Records, Academic Records, Transcripts, Grades, GPA, Class Attendance, Other, Discipline Records, Personal Records, Gender, Race, Ethnicity, Nationality, Student Employment Records, Financial Aid Records, Housing Records, Library Records, Placement Records

The letter(s) of recommendation should be sent to the following parties (include address and email).

Empty box for recipient address and email

The purpose of the letter(s) of recommendation is (employment, graduate school, scholarship, etc.):

Empty box for purpose of recommendation

I understand that (a) I have the right to not consent to the release of my educational records, (b) I have the right to access such records upon request, and (c) that this release shall remain in effect until revoked by me in writing delivered to the writer to whom the release was granted.

I further understand that my consent is not required for the writer to disclose in a letter of recommendation any subjective observations or assessments in which he/she has of me or information classified as directory information under YVC policy.

- I waive my right to review a copy of this letter of recommendation at any time in the future.
I do not waive my right to review a copy of this letter any time.
I grant permission to provide a verbal reference.

Student 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.