

**Letter of Recommendation/Evaluation
Request and Waiver Form**

1. Faculty Name: _____ Date of Request: _____
2. Student's Name: _____ Graduation Date: _____
3. Student's Academic Major(s): _____
4. Student's School ID Number: _____
5. I am requesting _____ A letter of evaluation for graduate school
_____ A letter of evaluation for a potential employer
_____ To have the faculty member named above contacted by my potential employer
6. Name of Employer or School Receiving Evaluation: _____
7. Name (to whom) and Address to which letter should be sent:

8. Deadline for mailing: _____

To the Student:

Please provide the information requested above. Then, read your rights provided by the Family Rights and Privacy Act of 1974 on the Registrar's homepage which can be found on the SU website. The student must **initial** one of the following statements and **sign** this form before submitting it to the evaluator. This request is in compliance with Federal Law P.L. 93-380 (Family Educational Rights and Privacy Act of 1974).

I have read the summary of the Family Education Rights and Privacy Act on the Stevenson University website. I understand that federal legislation provides me with a right of access to confidential letters of evaluation relating to applications for admission to another school, for a job, or for an award, and that no school or person can require me to waive this right.

In connection with my application to the above-named program (#5-7 above)...

_____ I hereby voluntarily waive and relinquish any right of _____ I retain my right of access to
access to this confidential letter of evaluation. this letter of evaluation.

I give permission for the faculty member named in 1 above to communicate with the person/program named in 6 and 7 above. It is my understanding that the evaluation will be based upon the faculty member's knowledge of my academic performance and character traits. He/She has my permission to include my grades, grade point average, class rank, and any information I have provided to him/her in my biographical sketch, and to use gender-specific pronouns.

Student's Name (Print)

Student's Signature

Date