

**GARFIELD HIGH SCHOOL**  
**Guidance Department**

**FERPA Release for Letter of Recommendation**

Under the terms of the Family Educational Rights and Privacy Act (FERPA), you can review letters of recommendation and accompanying forms after you enroll at a postsecondary institution and only if that institution saves the documents post-enrollment. You may, however, waive this right altogether.

Why should you consider waiving your right of access? Waiving your right lets colleges know that you will never try to read your recommendations. That in turn reassures colleges that your recommenders have provided support that is candid and truthful. While you are free to respond as you wish, if you choose not to waive your right, some recommenders may decline your request, and some colleges may disregard recommendations submitted on your behalf.

Once you make your selection, you will not be able to change your waiver choice. We urge you not to answer the waiver question until you have consulted with your counselor and your parent/legal guardian.

I hereby waive my right to review letters of recommendation submitted on my behalf.

\_\_\_\_\_ Yes

\_\_\_\_\_ No

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**Authorization for Release of Records**

NO records will be sent without this authorization.

I request that the records of \_\_\_\_\_ which includes:  
(Student's Name)

- |  |  |
|--|--|
| <input type="checkbox"/> Transcripts (GPA/Rank)    | <input type="checkbox"/> Activity Sheet              |
| <input type="checkbox"/> Courses in Progress       | <input type="checkbox"/> Report Cards                |
| <input type="checkbox"/> Letters of Recommendation | <input type="checkbox"/> CST Records (if applicable) |
| <input type="checkbox"/> Soc. Sec. # _____         |  |

be forwarded to the colleges, universities, scholarships, or any other educational institutions that I indicate in writing.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date