



CONSENT TO RELEASE EDUCATIONAL RECORDS FOR LETTERS OF RECOMMENDATION

Faculty and staff welcome the opportunity to provide recommendations for employment, professional organizations, and academic programs when you request them. However, federal law requires a written consent. Complete the form below and submit it to the faculty or staff member from whom you are requesting a recommendation. It may also be helpful to the faculty or staff members if you provide them with information about the position, organization or educational program. This will help them tailor the information about your competencies for each request. Please keep a copy of this consent form for your records.

I understand that Federal regulations require a written consent from a student/former student before disclosing the educational records of that student to third parties; therefore, I hereby give my written consent for:

(Name(s) of faculty and/or staff)

To release information related to my educational records, as well as the conclusions and observations regarding my performance while attending Lewis & Clark, to:

(Name(s) and address(es) of person, institution, company or organization)

I understand this consent is effective only as to this/these specific request(s).

(Student's/ Alumni's Signature)

Date: _____

Printed name and address

