

Release of Educational Record Information for References and Recommendations

- In accordance with regulations contained within the Family Education Rights and Privacy Act (FERPA), Lewis & Clark College will only disclose information from the educational records of a student to a third party if the College has written consent from the student.
- Students, please use this form to provide consent for the release of your educational records to the parties you designate below, for the purposes of personal/professional references or letters of recommendation.

IMPORTANT: this form requires a physical signature, and must be submitted in-person with photo ID to the Graduate Registrar's Office. If you are unable to do so, please contact our office for additional information.

I hereby authorize these specified Lewis & Clark faculty/staff:

Name: _____

Name: _____

To release the listed educational records to the following names/organizations:

Name: _____

Name: _____

Specific records to release:

The conclusions and observations regarding my performance while attending Lewis & Clark College

Additional specific records to release (if all records may be released, indicate by writing "Any Education Records Requested"):

Expiration date (optional): _____

This release does not permit the disclosure of records to any other persons or entities without my written consent unless specifically allowed for within FERPA regulations. I understand that I may revoke this authorization at any time.

Student Name (please print)

LC ID# or Last 4 digits of SSN

Student Signature (**must be physically signed**)

Date