



In 1998 a student filed a complaint with the Family Policy Compliance Office alleging that a faculty member had included a grade and GPA in a letter of recommendation without obtaining the student's permission to do so. The Family Policy Compliance Office determined that the faculty member had violated FERPA.

Statements made by a person naming a recommendation that are made from that person's personal observation or knowledge do not require a written release from the student who is the subject of the recommendation. However, if personally identifiable information obtained from a student's educational record is included in a letter of recommendation (grades, GPA, or other non-directory information), the writer is required to obtain a release from the student which:

- (1) specifies the records that may be disclosed
- (2) states the purpose of the disclosure
- (3) identifies the party or parties to whom the disclosure can be made
- (4) is signed and dated by the student

A sample permission letter to write a letter of recommendation:

<p>I give permission for Professor Jones to write a letter of recommendation to:</p> <p>Blue Frog Technologies 2344 Willow Lane Springfield, NC 28109</p> <p>Professor Jones has my permission to include my grades, GPA, and class rank in this letter.</p> <p>I waive/do not waive my right to review a copy of this letter at any time in the future.</p> <p>_____</p> <table style="width: 100%;"><tr><td style="width: 50%; text-align: center;">Name</td><td style="width: 50%; text-align: center;">Date</td></tr></table>	Name	Date
Name	Date	

A Reference Request form is included on the Bradley University Registrar's Office website <http://www.bradley.edu/dotAsset/0cc3194d-9f75-44ac-97e9-2d827df1330a.pdf>

If a copy of the letter is kept on file by the person writing the recommendation, it would be part of the student's education record and the student has the right to read it unless he or she has waived that right of access. (See FERPA of 1974 as amended 99.12.b.3) Directory information may be included in recommendations unless the student has signed a statement requesting nondisclosure, in which case no information may be released.

Bradley University in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), has designated the following information as public or “directory information” and it may be released on any student, unless the student signs a request to limit its release:

- Student's full legal name
- Student’s preferred first name (if available)
- Photograph
- Local, permanent address and e-mail
- Telephone listing
- Parent name and address (for news releases only)
- Major field of study
- Dates of attendance
- Class and full-time/part-time status
- Approved candidacy for graduation
- Degrees and awards received
- Most recent educational institution attended
- Participation in officially recognized activities and sports
- Weight and heights of athletic team members
- Birth date (will be validated only when furnished by the person making inquiry, for positive identification of the student)