

FERPA
Student Information Release – Letter of Recommendation



1 Enter Student Information:

NAME

STUDENT ID (OR SOCIAL SECURITY) NUMBER CONTACT PHONE

In compliance with the federal Family Education Rights and Privacy Act (FERPA) of 1974, the State University of New York at Oswego will not release non-directory student information to a third party without written consent of the student. *Non-directory student information includes grades, grade point average, class schedule, and degree progress.*

This form is used to authorize the inclusion of non-directory information in a Letter of Recommendation.

2 Person Writing Letter of Recommendation:

NAME CONTACT PHONE

3 Student Authorization:

By signing below, I authorize the above identified individual to include the indicated non-directory student record information in any Letter of Recommendation written on my behalf.

STUDENT'S SIGNATURE DATE

Information allowed to include (*check all that apply*):

- Class schedule
- Class attendance
- Class Grade(s)
- Degree Progress/Graduation Evaluation

4 Completed forms must be presented in person, with appropriate identification, at 301 Culkin Hall –OR– notarized and mailed to: SUNY Oswego, Registrar's Office, 301 Culkin Hall, Oswego, NY 13126.

Requests received by mail that have not been notarized will not be processed.

NOTARY PUBLIC'S SIGNATURE

DATE

