Important note: if you choose not to sign this form and give it to your supervisor, in the event that a reference request is made, the only information that can legally be given is whether or not you were an employee and the dates of your employment.

REQUEST FOR A LETTER OF RECOMMENDATION AND WAIVER OF RIGHT TO INSPECT AND REVIEW RECORDS PURSUANT TO THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED

I have requested that the ISU Library write a letter or statement of recommendation for me addressed to any person or organization for the purpose of:

_______________________________________________________

___________________________
Date    Your signature

__________________________________________________________

In addition, I hereby waive my right under the Family Education Rights and Privacy Act of 1974, as amended, to inspect and review such letter or statement. I certify that this waiver is given voluntarily by me.*

* You do not need to sign this second section. However, some supervisors feel more comfortable in responding to employer’s written queries if they know that the student will not be looking at what they have written.

__________________________________
Student ID #
Note to supervisor: It is suggested that a copy of this waiver be attached to each original request for a letter of recommendation. A copy of the waiver could also be attached to any file copies.