Permission Document
Student Permission for Use of Educational/Personal
Information in Requested Recommendation

I, ___________________________________ (Student Name),
have requested a letter of recommendation from
_______________________________ (Faculty/Staff Name)
in support of my application to/for:

I hereby give my permission for the above named member of the faculty/staff of
The Ohio State University at Lima to use the following information from my
educational records and from their personal observation in constructing a letter of
recommendation on my behalf. Also, I permit this faculty member to speak (via
telephone, email) with graduate programs and/or potential employers about my
letter of recommendation, personality, and school performance.

Please check all items for which you authorize use.

_____ Cumulative Grade Point Average (GPA) & individual course performance

_____ Course Grade(s) from above named faculty/staff
(including grades on exams, papers, presentations, and any other
assignments)

_____ Comments regarding various indicators of course performance for
course taken from above named faculty/staff

_____ Comments regarding interactions with other students/faculty and staff on
the OSU Lima campus (including subjective evaluation of personality
strengths and weaknesses)

_____ Comments about my suitability and/or likely performance in program
for which I am applying, and in subsequent career.

_____ I (by checking this line) voluntarily waive my right to see/view the letter
of recommendation before it is sent.

________________________________________     ____________________
(Signature of Student)                         (Date)

revised 12/09/05 by jpg (modified from 2-9-05 FERPA document)