

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

(Date)