

# Missouri State University

## Letter of Recommendation Authorization Form

Letters of recommendation which are made from the recommender's personal observation or knowledge do not require a written release from the student who is the subject of the recommendation. However, if the student wishes the recommender to include personally identifiable information from a student's education record (such as grades, GPA, etc.), the student must provide a signed release.

**I give permission for \_\_\_\_\_ to write a letter of recommendation to:**  
Recommender

\_\_\_\_\_  
Name/Organization

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

**The following information may be disclosed from my education record for the purpose of writing a letter of recommendation:**

\_\_\_\_\_  
Initials

Grades for any or all classes

\_\_\_\_\_  
Initials

Grade(s) for the following class(es): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Initials

GPA

\_\_\_\_\_  
Initials

Class rank or percentile ranking

\_\_\_\_\_  
Initials

Other: \_\_\_\_\_  
\_\_\_\_\_

**I waive/do not waive my right to review a copy of this letter at any time in the future.**  
circle one

**Date:** \_\_\_\_\_ **Student Signature:** \_\_\_\_\_