SCHOOL OF PHYSICAL THERAPY &
ATHLETIC TRAINING PROGRAM

Permission/Release Letter For
Professor to Write Letter of Recommendation/Reference

A recommender’s statements based on personal observations or knowledge do not require
a written release from a student; however, personally identifiable information from the
student’s educational record (grades, GPA, etc) may be included in a letter of
recommendation only if the writer has a signed release from the student that, 1) specifies
the records that may be disclosed, 2) states the purpose of the disclosure, and 3) identifies
the party or class of parties to whom disclosure may be made (Adapted from Guidelines
for Postsecondary Institutions for Implementation of the Family Educational Rights and
Privacy Act of 1974)

I, ______________________________ (student’s printed name), give permission for
____________________________ (specific Prof. or “All PT/AT Prof.”) to write a letter of
recommendation to the following person(s), company(ies), institution(s):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

With my signature, I grant permission to my professor(s) to include my personally
identifiable information in a letter of recommendation such as grades and GPA(s) in this
letter.

I WAIVE / DO NOT WAIVE (circle one) my right to review a copy of said letter(s) of
recommendation at any time in the future.

________________________________________________________________________

student signature                                          date