



Office of the Registrar

1903 W. Michigan Avenue
Kalamazoo, MI 49008-5256
(269) 387-4300
wmich.edu/registrar

Letter(s) of Recommendation and References

The Family Educational Rights and Privacy Act (FERPA) prohibits an educational institution from releasing confidential, non-directory information about a student without the student's consent. You can waive this right for faculty and staff when you ask them to write letters of recommendation or serve as a professional reference.

Use this form to authorize an individual to use your education records as appropriate to provide requested information. It is your responsibility to identify any information you do not wish to have released. This authorization is effective until you withdraw it by resubmitting this form or notifying the individual in writing.

Submit completed form to the department or individual to whom you are authorizing access to your education records.

Student Information:

Last Name	First Name	WIN:
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Action to be Taken:

I hereby

- authorize**
- cancel authorization**

the following individual to use information from my education records (transcript, grades, etc.) in letters of recommendation or professional references:

Full name:	Title:
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Right to Review:

You have the right to review letters of recommendation written by the above individual. If you waive this right, the letters remain confidential.

- I **waive** the right to review letters of recommendation.
- I **retain** the right to review letters of recommendation.

Student Signature:	Date:
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