



FERPA: Student Information Release Letter of Recommendation or Reference Enrollment Center

In compliance with the federal Family Education Rights and Privacy Act (FERPA) of 1974, Niagara County Community College will not release non-directory student information to a third party without written consent of the student. *Non-directory student information includes grades, grade point average (GPA), class schedule, and degree progress.*

This form is used to authorize the inclusion of non-directory information in a letter of recommendation or reference. **Completed forms must be submitted to the faculty member at NCCC.**

Student Information:				
Name _____			Date of Birth _____	
NCCC Student ID _____	Graduation Date <i>(if applicable)</i> _____	Contact Phone _____		
Address _____		City _____	State _____	Zip _____

Person Writing Letter of Recommendation or Reference:
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Student Authorization: <i>By signing below, I authorize the above identified individual to include the indicated non-directory student record information in any letter of recommendation or reference written on my behalf.</i>
Information allowed to include (check all that apply):
<input type="checkbox"/> Class Schedule
<input type="checkbox"/> Class Attendance
<input type="checkbox"/> Class grade(s) and GPA
<input type="checkbox"/> Degree progress/graduation evaluation
<input type="checkbox"/> Academic performance
<input type="checkbox"/> Any and all information
Please EXCLUDE the following information in this letter: _____
I DO DO NOT wish to review a copy of this letter of recommendation or reference
Date needed: ____/____/____ (please allow two weeks' notice)
Method of Delivery:
<input type="checkbox"/> Pickup Letter by student
<input type="checkbox"/> Mail this Information to:
<input type="radio"/> Name/Company _____
<input type="radio"/> Address _____
<input type="checkbox"/> Mail this information to the student address above
_____ Student's Signature
_____ Date