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BYU–Idaho Letter of Recommendation Form

27-Dec-2012

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**Permission to Release Education Record Information**

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Student I-Number

I give permission for \_\_\_\_\_ to write a letter of recommendation  
on my behalf for the purpose of \_\_\_\_\_.

This letter can include the following information (*please check all that apply*):

GPA

Grades

Class Rank

Please send letters of recommendation to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I waive my right to review a copy of this letter of recommendation now and in the future:

Yes

No

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Instructions to the writer of the letter of recommendation:**

1. Retain a copy of both the letter of recommendation and this waiver for your records. If desired, you may send both of these documents to the Student Records and Registration Office to be stored in the student's permanent file.
2. Mail both the letter of recommendation and this waiver to the entities the student listed above.
3. Once written, this letter of recommendation becomes a part of the student's education record and can be viewed by the student unless he or she waives his or her right above.