

# Letters of Recommendation



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- It is a good idea to obtain a written release from students who request letters of recommendation.
- If the letter contains non-directory information:
  - A written release is recommended, not required, for recommendations sent to other educational institutions in which the student seeks to enroll, including professional school admission services.
  - A written release is required for general letters of recommendation sent to an employer or an individual.
- The consent should include: (1) the data to be disclosed, (2) to whom the data will be disclosed, and (3) the student's signature and date.
- Sample release form <http://www.registrar.ufl.edu/pdf/ferparelease.pdf> (PDF)