**Student Authorization to Release Information – Student Recommendation Letters**

In compliance with the Federal Education Right to Privacy Act, the University of Nevada, Reno does not allow access to, or the release of, educational records or other personally identifiable information without written consent of the student (exception: the University must disclose information to students requesting review of

their own records and to authorized government official or agencies for audit and evaluation of state and federally funded programs as stated in the Federal Education Right to Privacy Act). *This means I cannot share what classes you took with me or information about your work/grades in a letter of recommendation without your consent.*

***By signing below and supplying confidential information as an identifier, I authorize Dr. Elizabeth Koebele of the University of Nevada, Reno, to release information from the University record in all letters of recommendation that I request from her from this date on.***

Student Name/ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: (\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This authorization applies to all information regarding my (check all the apply):

 \_\_\_\_\_\_ Grades and GPA

 \_\_\_\_\_\_ Course details and schedule for courses taken

 \_\_\_\_\_\_ Other (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please send me all of the following documents *each time* you request a letter of recommendation:**

* Organization/position that you’re applying to
* Due date for the letter/any special requirements for the letter
* Instructions on how to submit (digital link, mailing address, etc.)
* CV/resume
* Unofficial transcripts
* Drafts of any essays, statements of interest, or other major written components of the application