

FERPA Agreement

Permission to Release Education Record Information for Letter of Recommendation

The counseling department at Sunset High School strongly suggests that a student/parent/guardian who seeks a letter of recommendation always waive access to read it. Although the counselors and teachers will write a letter for a student/parent/guardian who does not waive access, the letter will be neutral in nature and not as instrumental in the college admissions process as a letter with access waived.

Name of Student: _____ ID #: _____ In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), I, the parent or legal guardian of the student whose name appears above, hereby authorize (counselor/teacher) _____ to write a letter of recommendation or have a discussion (via phone, email, or in person) with an admissions representative. The recommender may reference the following educational records and information: Grades, Courses Taken, Extracurricular Activities, and Awards/Recognition. I understand further that (1) I have the right not to consent the release of my education records; (2) I have the right to receive a copy of such records upon request; (3) this consent shall remain in effect until revoked by me, in writing, and delivered to Sunset High School, but that any such revocation shall not affect disclosures previously made by Sunset High School prior to the receipt of any such written revocation.

Please complete the following:

_____ I waive my right to review a copy of this letter at any time in the future.

_____ I do not waive my right to review a copy of this letter at any time in the future My EARLIEST college application/scholarship/program deadline in which a letter of recommendation is needed (UC/CSU's do not accept letters of recommendation.):

College/Scholarship/Program: _____ Deadline: _____ If a change needs to be made to this due date, you must notify your recommender 2 weeks in advance of the new date.

Student's Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

This information is released subject to the confidentiality provisions of FERPA and other appropriate state and federal laws and regulations, which prohibit any further disclosure of this information without the specific written consent of the person to whom it pertains, or as otherwise permitted, by such regulation