



University of Utah Letter of Recommendation Permission to Release Education Record Information

Please submit this form to the individual who will complete a Learning Assistant Recommendation form on your behalf.

Student Name: _____

Student ID Number: _____

I authorize _____ to complete a recommendation form on my behalf to:

University of Utah Learning Assistant Program
including program staff, coordinators, and affiliated instructors.
Recommendation submitted online at: <https://csme.utah.edu/la/faculty-info/>

The following information may be included in the recommendation form (mark all that apply):

- An assessment of my mastery of discipline-specific introductory content (as relevant to an LA role)
- An assessment of my abilities, skills, and character (as relevant to an LA role)

Additionally, should the recommender wish to add additional information to the open-ended portion of the recommendation form, they may also include (mark all that apply):

- | | |
|-------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Grades | <input type="checkbox"/> Courses Attended |
| <input type="checkbox"/> GPA | <input type="checkbox"/> Academic Performance |
| <input type="checkbox"/> Class Rank | <input type="checkbox"/> Other: _____ |

Check one: (I waive/ I do not waive) my right to review a copy of the form at any time in the future.

Student Signature

Date

Note: This form is being provided to assist you and your faculty in the permission process for student recommendations and references. The form has been drafted using the sample letter provided by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) and complies with the Family Educational Rights and Privacy Act (FERPA) which requires written permission before releasing student information to a third party.

It is recommended that this release be kept on file for at least one (1) year. If you have questions concerning the confidentiality and release of student information, please contact the Registrar's Office at (801) 581-5808 or by email at registrar@utah.edu.