

# Request for Letter of Recommendation



A letter of recommendation should be complete and specific. Therefore, to assist you in your request, we ask that you complete this form and scan to [honors@palmbeachstate.edu](mailto:honors@palmbeachstate.edu).

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Purpose of Recommendation: \_\_\_\_\_

\_\_\_\_\_

Address the letter to: \_\_\_\_\_

\_\_\_\_\_

Deadline or date you need the letter: \_\_\_\_\_

Please list any scholarships you have received (include dates where appropriate):

\_\_\_\_\_

Please list any awards or special recognitions you have received (include dates where appropriate):

\_\_\_\_\_

Please list your involvement in the Dr. Floyd F. Koch Honors College and graduation track:

\_\_\_\_\_

Please list your community service and how that has helped you (include dates where appropriate):

\_\_\_\_\_

Please list your hobbies and non-academic interests:

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Briefly describe your academic and career goals:

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Do you want the letter sent directly you?  Yes  No

Note: Please check with the institution or person to whom you are sending the letter. Many institutions will not accept letters that are mailed or submitted by students.

If yes, please give your complete mailing address: \_\_\_\_\_

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## PERMISSION TO RELEASE NON-DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. According to FERPA guidelines, non-directory information cannot be released to third parties without the student's consent. Examples of non-directory information include: GPA, class grades, exam scores, class rank, standardized test scores, social security number, student ID, birth date, gender, religious affiliation, ethnicity, citizenship, nationality, marital status. For more information about your rights, visit: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/students.html>.

I give permission to the Honors College to access my academic records and write a letter of recommendation to:

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(Name of person, business, institution, or organization)

I give my permission to include the following non-directory information in this letter (please initial):

\_\_\_\_\_ GPA \_\_\_\_\_ Course Grades \_\_\_\_\_ Class Rank \_\_\_\_\_ Scholarships

Other (please identify and initial): \_\_\_\_\_

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Student signature \_\_\_\_\_ Date \_\_\_\_\_

Do you waive your right to review this recommendation letter?

\_\_\_\_\_ I waive my right. \_\_\_\_\_ I do not waive my right.