



OFFICE OF THE REGISTRAR

The University of Alabama at Birmingham

Release for Letters of Recommendation

The Family Educational Rights and Privacy Act (FERPA) afford certain rights to students concerning the privacy of, and access to, their education records. Students may choose to complete and submit this form to the Registrar allowing the release of their education records to specified third parties. Please note that while this form authorizes the University of Alabama at Birmingham to release education records to third parties, it does not obligate the university to do so. The University reserves the right to review and respond to requests for release of education records on a case-by-case basis. For additional information, visit UAB's FERPA Information page at https://www.uab.edu/registrar/ferpa or the U.S. Dept. of Education's website at https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html. Guidelines for Postsecondary Institutions for Implementation of the Family Educational Rights and Privacy Act of 1974 as Amended, Revised Edition 1998, Richard A. Rainsberger, American Association of Collegiate Registrars and Admissions Officers

I, _____ authorize the following release:
(Student's Name)

1) Records which may be disclosed:

- Any transcript information
Major and degree sought
GPA and specific course information
Other (specify): _____

2) Purpose of the disclosure:

- Employment Recommendation
Graduate or professional school recommendation
Other (specify): _____

3) Parties to whom the disclosure can be made:

Name: _____
Address: _____
City: _____ State: ____ Zip: _____
Email: _____
Name: _____
Address: _____
City: _____ State: ____ Zip: _____
Email: _____

Signature: _____ Date: _____

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

1300 University Blvd. CH 117A, Birmingham, AL 35294 | Phone (205)934-8228 | Fax (205) 975-3700 | registrar@uab.edu