



**STUDENT AUTHORIZATION AND WAIVER FOR
RELEASE OF EDUCATION RECORDS FOR
RECOMMENDATIONS**

Registration and Records Office
Mike Loya Academic
Services Building, Room 107

FERPA Notice

The Family Education Rights and Privacy Act of 1974 (FERPA), initially called the Buckley Amendment, allows students at an institution of higher education to control outside access to their education records, including requests for information from their parents, guardians, or other as designated by the student. Without a student’s written consent, The University of Texas at El Paso may not disclose information from a student’s education records to outside third parties. However, students can also provide a standing release allowing UTEP to disclose information to others. To do so, the following declaration must be completed:

I hereby declare that The University of Texas at El Paso may release through _____ (University Official) information for the purpose of writing a letter of recommendation to (include name or agency and address):

Mail Direct to School _____ Student will pick up _____ Return to student in envelope provided _____
Is a special recommendation form provided? Yes _____ No _____

Addressee _____

Address _____

City _____ State _____ Zip _____

Said letter of recommendation may contain any information the University Official considers necessary to prepare the requested recommendation and/or letter.

I understand I may revoke this authorization by a subsequent signed writing request at any time prior to the information being released to the addressee.

A photocopy or facsimile of this authorization and release will be valid as an original hereof, even though the said photocopy or facsimile does not contain my original signature.

Student’s Printed Name

Date

Student’s Signature

Student ID number

R&R (REV. 2/18) UTEPSoC (all)	Date Processed:	Processed by:
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