

**THE UNIVERSITY OF TEXAS AT EL PASO**  
**Registration and Records Office**

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

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

**Provide a signed copy of the release to the UTEP school official writing the recommendation for you. The original must be filed with the Registration and Records Office, located in the Mike Loya Academic Services Building, Room 123.**