

PITTSBURG STATE UNIVERSITY

**REFERENCE/RECOMMENDATION
REQUEST**

PURPOSE:

This form is used to confirm a request for a letter of reference or completion of a recommendation form and is required when a student or former student seeks a reference/recommendation that contains non-directory information such as GPA, course grades, social security number, and information obtained from evaluations by others. References include the following: recommendations for employment, for receipt of an honor or honorary recognition, for admission to an educational institution, for application for a scholarship or similar award, or any other pursuit of a student or former student in which a reference/recommendation is necessary or desired.

INSTRUCTIONS TO STUDENT:

- Give this completed and signed form to the faculty or staff member who is writing the reference/recommendation for you.

INSTRUCTIONS TO LETTER WRITER:

- This form gives you permission to discuss non-directory information about this student in order to write the requested reference/recommendation. Your permission to disclose this information ends when the letter is sent to the third party.
- File this form and a copy of the reference letter/recommendation form in the student’s departmental file.

Student Legal Name: _____ Student ID Number: _____
Last First MI

Day-time Phone Number: (_____) _____ Email address: _____

I give permission to: _____ to provide a reference/recommendation to:
(name of faculty/staff)

Complete name of person or organization

Complete address

Purpose of request: _____

The above individual has my permission to include in the reference/recommendation my GPA, course grades, academic performance, and any other information the individual believes is pertinent to meet the purpose of this request.

I waive my right to inspect and review a copy of this reference/recommendation at any time in the future. Yes No

► Student Signature: _____ Date: _____