



# FERPA Release Authorization and Recommendation Waiver

The Family Educational Rights and Privacy Act of 1974, also known as **FERPA**, is a federal law that protects student education records. District Administrative Regulation 216 states: Written parental consent shall be obtained before education records or personally identifiable information contained therein is released to any party unless one or more of the exceptions listed in § 99.31 of the FERPA regulations applies. Examples of the exceptions under which prior consent is not required to disclose information include but are not limited to the following:

- 3. The disclosure is to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer upon condition that:
  - a. the District must make a reasonable attempt to notify the parent or eligible student of the disclosure at the last known address of the parent or student unless:
    - i. the disclosure is initiated by the parent or eligible student; or
    - ii. the District includes in its annual notification that the District forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

The following signed consent allows Radnor High School to release information from a student's education record to, including but not limited to, colleges, universities, athletic associations, scholarship programs, educational/summer programs, or other entities where students/parents request records be sent.

## Release Authorization

I give Radnor High School permission to submit official transcripts and other requested documentation to colleges, universities, scholarship or other educational institutions. \*Note: Radnor HS does not submit standardized test scores on a student's behalf.

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## Recommendation Waiver

**Letters of recommendation** are considered part of the student's education record. Radnor High School *strongly recommends* all students waive their right to access their letters of recommendation to uphold the expectation that the recommendation process is confidential. If a student does not waive their right to view their letters, their requested recommenders may choose not to write for them and/or the college or reviewing entity may not consider the recommendation in their review process.

By signing the **Recommendation Waiver**, you authorize Radnor High School to release letters of recommendation on your behalf. Check if you waive / do not waive your right to view those letters.

\_\_\_\_ I waive my right to view recommendation letters

\_\_\_\_ I DO NOT waive my right to view recommendation letters

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

*\*The signed document needs to be returned to the Counseling Office prior to the submission of application materials.*