

THE FERPA

The Federal Educational Rights and Privacy Act of 1974 (**FERPA**) gives **enrolled** students the right to view the contents of their academic files. If recommendations are part of your file, you are entitled to see them along with the rest of the information in your file **if you are admitted and enroll as a student at that school.**

The Counseling Department at Canyon Crest Academy strongly suggests that a student who seeks a letter of recommendation and his or her parent/guardian always waive access to read it after matriculation. Please read the following excerpts from various sources regarding waiving access before make your decision. The strong consensus is that you should waive your right of access to see your letters of recommendation after you are accepted/enrolled.

It is common practice for a recommendation form or instructions to ask the applicant to sign a **voluntary** waiver of review rights, which means that you are giving up your rights to see the recommendations written on your behalf. The key word here is voluntary. If you feel strongly about it, you may refuse to give such a waiver. There are three good reasons to waive your rights to see recommendations:

1. It is commonly assumed that your references will be more candid in their statements about you if they know the recommendation will be kept confidential.
2. If you are not admitted to a given institution, you have no legal right to see the recommendations anyway, unless you are a currently or previously enrolled student at that university
3. If you have chosen your references carefully, there is little need to see the recommendation once you are admitted. Source <http://www.uwm.edu/~ccp2/work/recletter.html>

It is considered a sign of faith in yourself to trust that a recommendation writer will say good things about you. Some scholarships actually provide a waiver in which you are given the option to waive your right to see the letter. If you have this option, I encourage you to select that you waive your right to the letter. You will likely be perceived as overly controlling or doubtful of your own abilities if you do not waive this right. If such a form is not provided, and you are compiling the parts of the application, including the letters to mail in, your recommender may give you the letter in a sealed envelope. You should NOT open this letter. On the other hand, if a writer provides you with a copy of the letter, it is acceptable for you to read it.” rom the University of Illinois <http://www.uic.edu/depts/oa/ssp/advice>

Harvard Careers in Law "recommend[s] that you waive your right to see the letter to ensure that there is no doubt in the minds of the admissions committees that the recommender wrote the letter without restraint.” From Prelaw Handbook at http://www.prelawhandbook.com/letters_of_recommendations.

Permission to Release Educational Records and Information

Student Name _____

Student ID _____

In accordance with the *Family Educational Rights and Privacy Act of 1974 (FERPA)*, the student and the parent or legal guardian of the student whose name appears above, authorize **(instructor/staff name)** SS _____ to write a recommendation in which he/she may reference the following educational records and information:

Grades GPA Coursework Extra-curricular Activities/Awards/Recognition Other: _____

The purpose of the letter of recommendation is

College Application(s) Scholarship(s) Other: _____
 (please describe in detail)

Please list all colleges to which you will apply via the **COMMON APPLICATION** and for which you are requesting a letter of recommendation and Secondary School Report. **Please list full name without abbreviation.**

College Name	College Deadline (1. earliest to 10. latest)	Counselor Use Only Completed	
		SSR/LOR	MYR
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Please list all **NON - COMMON APPLICATION COLLEGES** or **SCHOLARSHIPS** for which you are requesting a recommendation or form. Provide electronic information, links, email addresses, or any required forms & stamped envelopes addressed with no return address for any non-electronic submissions.

College or Scholarship Name	Deadline (1. earliest date to 7. latest)	Counselor Use Only Completed	
		Initial	MYR
1.			
2.			
3.			
4.			
5.			
6.			
7.			

I understand that I have the right not to consent to the release of my education records; this consent shall remain in effect until revoked by me, in writing, and delivered to Canyon Crest Academy, but any such revocation shall not affect disclosures previously made prior to the receipt of any such written revocation.

I waive my right to review a copy of this letter at any time in the future.

I do not waive my right to review a copy of this letter at any time in the future.

Student Signature _____ Date: _____

Parent/Guardian Signature _____ Date: _____

This information is released subject to the confidentiality provisions of the FERPA and other applicable state and federal laws 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.

Instructions for the letter writer: Retain a copy of this waiver for your personal files, and confirm the waiver selection in the letter of recommendation.

Final Check-Off List for Letter of Recommendation

In order to assure that we have accurate information and do not miss any deadlines, this packet may only be submitted to your counselor/teacher(s) when all steps are complete.

Please read and mark each box that applies:

1. My Brag Packet is completed and I added my **academic teacher(s)** to "Letter of Recommendations" under "Colleges" in Naviance.
2. I **emailed my counselor** to request a letter of recommendation with my earliest deadline in the subject line and any other specific details needed.
3. I matched my Naviance and *Common Application* accounts by completing the match process in Naviance and entered my Common Application email address. All of the colleges to which I am applying via the Common Application have been added to both my Common App account and to the "*Colleges I'm applying to*" Naviance list so that school materials can be matched electronically.
4. The list of colleges for which I am requesting a letter of recommendation is complete and final in my "*Colleges I'm applying to*" list and on the FERPA form. I understand that if it is not, my materials may not be sent to colleges by the deadline.

Optional

5. ***If necessary***, I have included any paper forms that are required from my counselor or teacher for any non-Common Application college or any scholarship materials which cannot be submitted electronically and an addressed, stamped envelope.
6. ***If required***, I have requested an official transcript from the CCA registrar for any non-Common App college or scholarships which cannot be sent electronically.

Student Name _____

Signature _____ **Date:** _____