



# FERPA Authorization

The form below gives the Registrar's Office permission to release information or to request for letters

TO:

\_\_\_\_\_  
*Name of College Official and Department*

Please  write a letter or recommendation

complete evaluation form

release information verbally

other (please specify) \_\_\_\_\_

To:  all potential employers

any educational institution

only to my parents (please specify) \_\_\_\_\_

For the following purpose:  employment

admission to an educational institution

other (please specify) \_\_\_\_\_

I authorize you to consult my educational record at Anna Maria College to reveal such information from my educational record, as you consider appropriate for the purpose state above.

*(Please check one)*

I waive \_\_\_\_\_, do not waive \_\_\_\_\_ my right to see the recommendation or other information prepared pursuant to this release

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*AMC ID Number*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Please return this to the:  
**Office of the Registrar, BOX M**