Request for Letter of Recommendation

Letters of recommendation which are made from the recommender’s personal observation or knowledge do not require a written release from the student who is the subject of the recommendation. If, however, the student wishes the recommender to include personally identifiable information from a student’s education record (such as grades, GPA, etc.) the student must provide a signed release.

Directions:
1) Student: please complete the below form and either mail, fax or send it to the person who will be writing the letter on your behalf.
2) Recommender: Please make a copy of the letter of recommendation and attach the copy to this form. Retain the documentation in your personal files.

I, __________________________________, (please print your name and include your student ID number) give my permission to Northeastern Illinois University to provide a recommendation on my behalf to:

<table>
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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Address</td>
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<tr>
<td>City</td>
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Name of Northeastern faculty/staff member you wish to complete the recommendation:

_________________________________________________________

Northeastern Illinois University has my permission to include in the recommendation:
(Mark any that apply)

- Grades for the following courses: _______________________________
- Grade point average (GPA)
- Other _____________________________________________________

Check one:
- 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.

__________________________________  ________________
Signature                Date