Lancaster Theological Seminary
Letter of Recommendation Release Form

In compliance with the Family Educational Rights and Privacy Act (FERPA)

If you wish to have a record of this transaction, please print a copy for your files.

A student or former student who is requesting that a Lancaster Theological Seminary school official or faculty member provide a recommendation/reference letter on her/his behalf must complete this form and submit it to the Registrar’s Office. The Registrar will forward a copy of the completed form to the Lancaster Theological Seminary school official or faculty member named on the form. A separate release form must be submitted for each instance in which a recommendation/reference letter is requested.

Please print clearly or type:

NAME: ________________________________________________   DATE:_________________________

I give my permission for ______________________________________ to provide  a recommendation/reference to:

School Official/Faculty writing recommendation

Provide the name and complete contact information of the person who should receive the recommendation/reference:

________________________________________________________________________
Signature of person requesting recommendation/reference letter

CHECK ONE OF THE FOLLOWING:

☐ I waive my right to review a copy of this letter in the future. I understand that a copy of this letter will not be maintained or available for future use after it has been sent for its intended purpose.

☐ I do not waive my right to review a copy of this letter in the future. I request a copy of the letter from the school official or faculty member to keep for my own records.

I understand and agree to the information as presented on this release form.

Signature of person requesting recommendation/reference letter

Rev. 10/17