



# 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:*

The Lancaster Theological Seminary school official or faculty member named above has my permission to review my academic file and include information about my grades, evaluations, academic standing, and other information pertinent to the recommendation letter. The Registrar has my permission to provide my academic information to the Lancaster Theological Seminary school official or faculty member named above for the purpose of writing this 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*