

## PERMISSION TO RELEASE INFORMATION

In general, letters of recommendation and oral references describe a person's academic or work performance, and his or her motivation and responsibility. A reference might also comment on probability of success in the targeted endeavor. You **must** specifically give your reference provider permission to address the items below if you would like that additional information shared.

I give \_\_\_\_\_ at Eastern Oregon University permission to release the following information for the purpose of oral references or written letters of recommendation for prospective employment, graduate school admission, scholarships and/or awards.

### Please check the boxes for those items that may be released

- |   |   |
|---|---|
| <input type="checkbox"/> Social Security Number   | <input type="checkbox"/> Hours Completed  |
| <input type="checkbox"/> Class Schedule   | <input type="checkbox"/> Transcript (student provides copy)                           |
| <input type="checkbox"/> Parent/Guardian Name/Address   | <input type="checkbox"/> Residency Status   |
| <input type="checkbox"/> Grade Received in Courses  | <input type="checkbox"/> GPA  |
| <input type="checkbox"/> Current Academic Status (includes full-time, part-time students and includes probation/suspension/petition/readmit status) | <input type="checkbox"/> Graduation Status (includes course work yet to be completed) |

Additional Comments:

This agreement is effective until specifically revoked in writing.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Form found online at [www.eou.edu/career](http://www.eou.edu/career)



Look under "For Faculty"