

Request for Letter of Recommendation

The South Hills School of Business & Technology

This form may be used by a student to authorize release of non-directory information from his/her education record for purposes of a letter of recommendation, application to an educational institution, or other purposes identified. This form should be completed and presented to the individual making the recommendation.

I hereby authorize _____
(Name of Faculty Member or other South Hills Official)

to serve as a reference for me. The purpose(s) of this reference are (check all that apply):

- ___ application for employment
- ___ scholarship or honorary award
- ___ admission to another educational institution
- ___ internship
- ___ other (specify) _____

The reference may be given in ___ written and/or ___ oral form (check one or both options).

I authorize the above-named person to release information and provide an evaluation about any and all information from my education records at South Hills to the following (check all that apply):

- 1) ___ all prospective employers, or
___ specific employers (list) _____
- 2) ___ all educational institutions, or
___ specific educational institutions (list) _____
- 3) ___ all organizations considering me for an award or scholarship, or
___ specific organizations (list) _____

I understand that this consent to release information will remain valid until revoked by me, in writing and delivered to an official of South Hills School.

Student Name: _____

Student Signature: _____ Date: _____