

Westmont High School 2023-2024
FERPA Consent, Release & Waiver for Letters of Recommendation(s):
College, Scholarship, Honors, Special Programs & Employment

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

Teachers, counselors, and administrators completing evaluations, statements, and letters of recommendation often wish to reference certain information such as grades, GPA, and/or standardized test scores contained in a student's education record. In order to do so, it is necessary that parents/students consent to the release of such information. Furthermore, colleges and universities prefer that staff evaluations, statements, and letters of recommendation be confidential. Colleges generally believe that recommendations written with this understanding are more candid and honest. Therefore, those recommendations have more merit and carry more weight in the admissions process than recommendations which parents and students can access. Similarly, scholarship, honors, and special program selection committees, as well as future employers prefer recommendations which honestly reflect the individual. In accordance with this sentiment, we encourage all students/parents requesting letters of recommendation to waive the student's/parents' right to inspect and review confidential letters and statements of recommendation by completing the waiver portion of this form below. If you choose not to waive your rights to inspect and review statements or letters of recommendation, you should understand that a Westmont High School faculty member has the right to decline your request for a recommendation.

Consent to Release of Student Information by School Staff in Statement or Letter of Recommendation
Regarding College, Scholarship, Honors, Special Programs & Employment Applications

We, _____ (student and parent/guardian name(s)), request that Westmont High School staff members complete a statement or letter of recommendation and/or other evaluations associated with my future employment, college, scholarship, honor, or special program application. We authorize and acknowledge that student information such as grades, GPA, and/or standardized test scores may be included in this letter of recommendation or other application forms. We understand, upon our request, this letter may be used for additional recommendation purposes.

_____ We DO provide consent to release information.

_____ We DO NOT provide consent to release information.

Waiver of Right to Inspect and Review School Staff Statement or Letter of Recommendation
Regarding College, Scholarships, Honors, Special Programs & Employment Applications

In addition to our consent and release of student information as described above,

_____ We DO waive our rights to inspect, review or obtain a copy of the letter(s), statement(s), rating sheet(s) or other evaluation(s) requested. (recommended)

_____ We DO NOT waive our rights to inspect, review or obtain a copy of the letter(s), statement(s), rating sheet(s) or other evaluation(s) requested.

Printed Name of Parent/Guardian

Printed Name of Student (if 18 or older)

Signature of Parent/Guardian

Signature of Student (if 18 or older)

Date

Date