



## LETTER OF RECOMMENDATION RELEASE FORM

**NBTS complies with the *Family Educational Rights and Responsibilities Act (FERPA) of 1974. Faculty or Administrators may not comment on a student's grades, evaluations, academic standing or any information beyond the directory information without a signed release. Each institution or church must be listed on this release even if they send an electronic request to the professor. Each professor requested requires a separate form.***

**Student Name:** \_\_\_\_\_ **Program:** \_\_\_\_\_

**I give my permission for** \_\_\_\_\_

**to provide a recommendation/reference to [provide name and address of third party]:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**The NBTS professor or administrator has my permission to review my academic record and include information about my grades, evaluations, academic standing, graduation honors, and all other information requested in the recommendation letter. The Registrar has my permission to provide academic information to the NBTS personnel listed on this form.**

**Check one of the following:**

**I waive my right to review a copy of this letter in the future. I understand a copy of this letter will not be maintained or available for future use after it has been sent to the requesting party.**

**I do not waive my right to review a copy of this letter in the future. I understand a copy of this letter will not be maintained or available for future use after it has been sent to the requesting party.**

**By signing this document, I acknowledge that the professor or administrator will provide an honest recommendation on my behalf.**

**SIGNATURE:** \_\_\_\_\_