



Release of Information Form

Students should remember that PAPA faculty is not required to submit letters of recommendation.

Letters of recommendation are voluntary activities by department faculty.

Students should discuss letters of recommendation with individual faculty before completing and submitting this Release Form.

Students seeking a Recommendation Letter should do the following:

- 1) Attach your brief resume to the Request Form.
- 2) Provide a listing of your PAPA courses and grades (available on CougarNet).
- 3) Attach a description of the position being sought...this would include information on the nature of the position, permanent, part-time, and the skills required for the position.
- 4) The name, address, and other contact information concerning the recipient.

I give permission for _____ to write a letter of recommendation to:

(Complete Address to send recommendation to)

_____ has permission to include my grades and academic performance in this

letter. I _____ my right to review a copy of this letter at any time in the future.

(If not indicated then waive is automatically assumed.)

(Student signature required)

(Date)

SIUE ID _____

******Two week notice must be given to faculty starting on the date signed above******

Original signature only *NO faxed or emailed copies accepted*****

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