



AUTHORIZATION TO RELEASE INFORMATION FOR LETTER(S) OF RECOMMENDATION

To:			
I hereby request you to prepare a letter of recommendation on my behalf to:			
1. I have initialed in the appropriate space below relative to the privacy of my educational records:			
Initials	I grant you permission to consult my educational records at the University of Alabama in Huntsville and further authorize you to reveal such information (including, but not limited to, personally identifiable information) from those records, as you may consider appropriate for the purpose of preparing and providing a letter of recommendation.		
Initials	I do <i>not</i> grant you permission to consult my educational records at the University of Alabama in Huntsville or authorize you to reveal such information (including, but not limited to, personally identifiable information) from those records. The recommendation you are to provide is not to be based on my educational records.		
2. I have initialed in the appropriate space below regarding the purpose for which this letter of recommendation is requested:			
Initials	admission to an educational institution		
Initials	employment		
Initials	other (specify):		
3. I have initialed in the appropriate space below regarding my right to see the letter(s) of recommendation prepared under this authorization:			
Initials	I waive my right to see the letter(s) of recommendation prepared pursuant to this authorization.		
Initials	I do <i>not</i> waive my right to see the letter(s) of recommendation prepared pursuant to this authorization.		
4. I have initialed in the appropriate space below regarding further distribution of the requested letter(s) of recommendation by its recipient:			
Initials	I hereby authorize the recipient(s) of the letter(s) of recommendation prepared pursuant to this authorization to provide it to others, as he/she may deem appropriate.		
Initials	The recipient(s) of the letter(s) of recommendation prepared pursuant to this authorization may <i>not</i> make any further distribution of that letter without my prior written approval.		
5. I have initialed in the appropriate space below relative to my release from liability associated with the submission of the letter(s) of recommendation.			
Initials	I hereby agree to release absolutely, forever discharge, and covenant not to sue the person to whom this authorization is presented, as well as to indemnify and hold harmless that person from and against all claims, losses and expenses, including reasonable attorney's fees, arising out of or by reason of that person providing a letter of authorization pursuant to this Authorization.		
Initials	I do <i>not</i> agree to release or indemnify and hold harmless the person to whom this authorization is presented.		
6. This authorization shall remain in effect until and unless I provide and you receive written notice that it has been revoked. Any such revocation shall have no effect upon letters of recommendation submitted prior to your receipt of that written revocation.			
7. I understand that you are under no obligation to provide a letter of recommendation to the institution or organization based simply upon this request.			
Printed Name:			
Signature:		Date:	
Signed			
For Administrative Use Only			
Received By:		Date:	