

**The University of Alabama in Huntsville
Department of Education**

**FORM 113: AUTHORIZATION TO RELEASE INFORMATION FROM EDUCATION
RECORDS FOR LETTERS OF RECOMMENDATION**

TO: _____

Name of University Official and Department

1. I hereby authorize you to consult my education 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 on my behalf to:

2. I have initialed in the appropriate space below regarding the purpose for which this letter of recommendation is requested:

_____ Admission to an educational institution
_____ Employment
_____ 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:

_____ I waive my right to see the letter(s) of recommendation prepared pursuant to this authorization.
_____ I do *not* 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:

_____ 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.
_____ The recipient (s) of the letter(s) of recommendation prepared pursuant to this authorization may not make any further distribution of that letter without my prior written approval.

5. This authorization shall remain in *effect* until and unless I provide, and you receive, written notice that it has been revoked.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.

Printed Name: _____

Signature: _____

Student

Date: _____