

HOWARD COUNTY PUBLIC SCHOOL SYSTEM

An understanding exists between colleges and secondary schools that evaluations and recommendations received from high schools are confidential information. The colleges feel that recommendations and evaluations made in this environment and with this understanding are made more candidly and honestly. They therefore have much more validity and carry appreciably more weight in the admissions process than those made in situations where parents and students have access to them.

In light of this information and other related issues, we request that all students/parents requesting letters of recommendation complete and return the waiver form below to the guidance office. If you choose not to waive your right, a copy of this form will accompany each transcript package.

Waiver of Right to see School/teacher Letters of Recommendation

I request that school employee(s) at _____
Complete a letter of recommendation and/or other evaluations associated with my college application. I authorize the school to release student information in this letter and other application forms. I do _____ do not _____ (check one) waive all my rights to examine or obtain a copy of the letter(s), rating sheets, and other evaluations.

Printed Name of Student

Student Signature

_____/_____/_____
Date

As parent or guardian of _____, I authorize the school to release student information from my child's records in its letter(s) of recommendation and other evaluations. I do _____ do not _____ (check one) waive all my rights to examine or obtain a copy of the letter(s), rating sheets, and other evaluations.

Printed Name of Parent or Guardian

Printed Name of Parent or Guardian

Parent or Guardian Signature

Parent or Guardian Signature