# TO THE APPLICANT:

Last Name First Name Middle Maiden Name (optional)

As a requirement for admissions to the **UCD School of Education & Human Development,** you must submit three recommendations with your application.

In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, you can waive your right to inspect your records, including your recommendations. Should you decide not to waive your right, you will have access to the recommendation only if you enroll at University of Colorado Denver.

You have two options (A & B):

**Option A.** To waive any rights you have to access your letters of recommendation under the Family Educational Rights and Privacy Act of 1974.

**Option B.** To not waive your rights and request to maintain rights to access your letters of recommendation under the Family Educational Rights and Privacy Act of 1974.

I understand my rights and will note my option (to waive or not to waive) for each recommender below.

Signature _____ Date _____

Please print the names of your recommenders' and mark your waiver option by initialing in the appropriate box. Example:

| | Name | Company | Option A | Option B |
|---|---|---|---|---|
| **1.)** | Jordan Brand | University of Phoenix | *AJT* | |

| | Name | Company | Option A | Option B |
|---|---|---|---|---|
| **1.)** | | | | |
| **2.)** | | | | |
| **3.)** | | | | |

This form will be submitted with your application as is.

Send this link to your recommender(s) to download, view and electronically complete the recommendation form.

**http://ucdenver.edu/education/apply/UCTE**

Your recommender will fill out the form online, print it, sign it, put it in a sealed envelope, and give it to you to include with your application.