

the next step ...

Drake University School of Education Graduate Admissions

Letter of Recommendation Form

Please include this form with all Letters of Recommendation

Name of Applicant:

First

Middle

Last

Intended Degree:

Degree

Area of Specialization

The following is addressed towards the applicant: *FERPA*, as amended, commonly known as the Buckley Amendment, allows applicants to inspect and review all materials in their files, except for letters of recommendation written prior to January 1, 1975. Upon its completion and submission, the University faculty will utilize this document to evaluate your qualifications to be admitted into the graduate program you have designated. Before providing this form to the individual making a recommendation, please acknowledge one of the following confidentiality statements.

- I waive the right to review this document**
- I do not waive the right to review this document**

Signature of Applicant: _____ **Date:** _____

The following is addressed towards the individual making a recommendation: The above named individual requests your recommendation for admittance to the Drake University School of Education. The School of Education appreciates your cooperation in providing the following information regarding the applicant's qualification. Upon completion, return this form to:

**Coordinator of Graduate Admission
Drake University School of Education
3206 University Avenue
Des Moines, Iowa 50311**

Attached: Recommendation Form /Additional Comments

Signature: _____

Date: _____