



**Department of Public Policy and Administration**  
**California State University, Sacramento**  
**6000 J Street**  
**Sacramento, CA 95819-6081 (916) 278-6557**

## Recommendation Form

**Notice to Applicant:** Please fill in your name and carefully read the paragraph below. Then give this form to an individual with knowledge of your academic and professional potential.

**Name of Applicant:** \_\_\_\_\_

**Confidentiality:** The Family Education Rights and Privacy Act of 1974 (FERPA), as amended, permits enrolled students access to letters of recommendation retained in their files. The applicant may waive this right of access, in which instance retained letters will be considered confidential and will not typically be available to students. If you wish to waive your right of access to this letter, please indicate by signing on the line below. ***By signing below, you agree to waive all right to review the content of this letter of recommendation.***

\_\_\_\_\_

applicant signature

\_\_\_\_\_

date

**Notice to Recommender:** We are very grateful for your time and input. Your assessment of the applicant is crucial to our evaluation of his/her candidacy for admission.

As required by the Family Educational Rights Act of 1974, a student may either elect to waive or not to waive the privilege of viewing this recommendation form. If the student has not signed the above waiver, you should consider this form to be non-confidential.

Please complete the information below and attach a letter of recommendation (on office stationary, if available) to this form.

**Please check recommendation:**

Truly Exceptional  
 Strongly Recommend  
 Recommend  
 Recommend with Reservations

Signature of Recommender \_\_\_\_\_

\_\_\_\_\_

date

Name (type or print) \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip

Phone \_\_\_\_\_ Email \_\_\_\_\_

Please return to student in a sealed envelope or mail directly to the department at the above address.