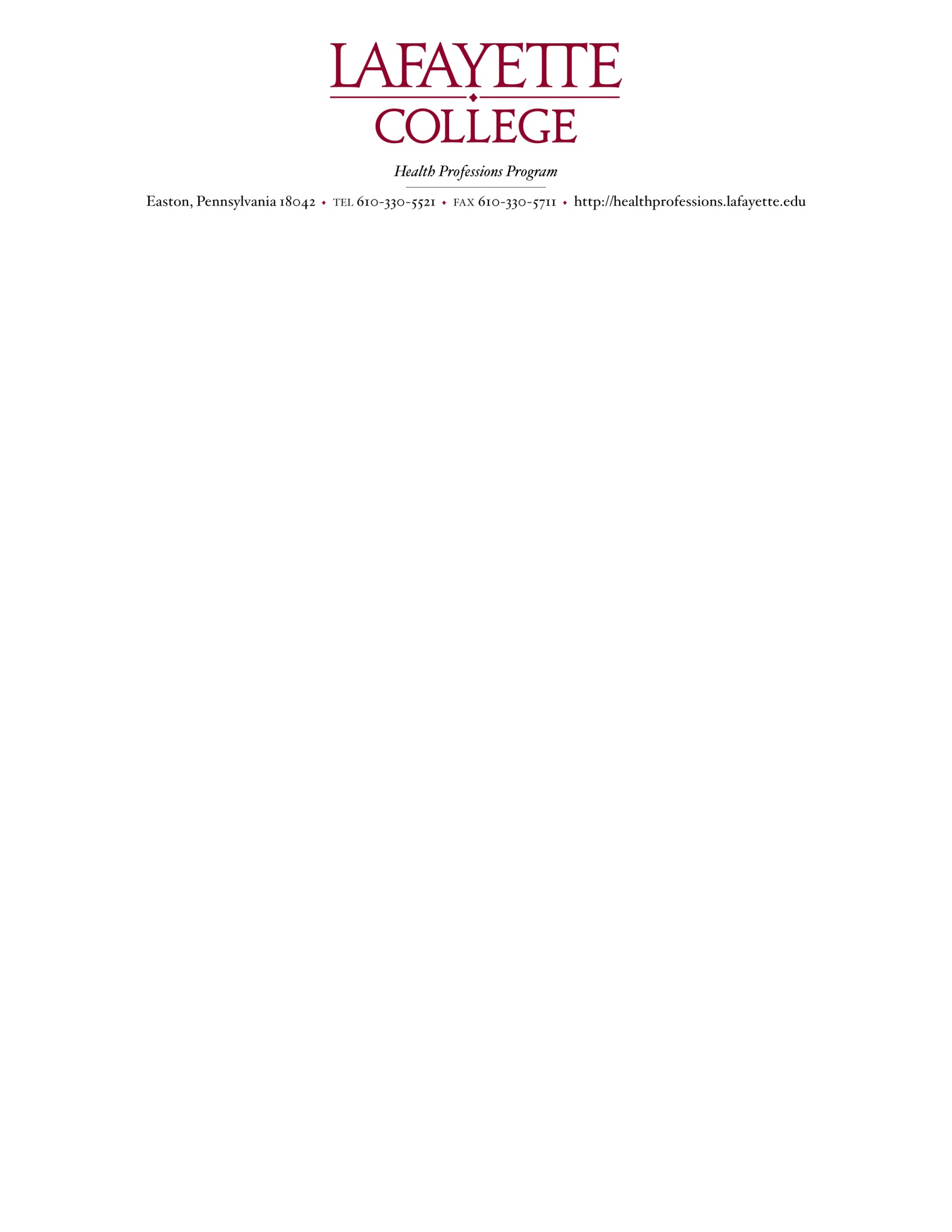
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**Applicant’s Waiver of Access to Composite Letter of Evaluation**

**And**

**Applicant’s Authorization to Release Composite Letter of Evaluation**

Please read the explanation of the Family Educational Rights and Privacy Act (FERPA) below.

**EXPLANATION OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) allows a student to examine files pertaining to the student where such files are maintained by admissions officers, deans, registrars, and other administrators. A summary of this Act is in the Student Handbook. The Act protects confidential information about a student. It also provides opportunity for a student to waive his/her right to access letters of recommendation relating to (1) applications for admission to another school or (2) applications for a job, or (3) an award. Each student should consider the consequences of relinquishing the rights protected by the Act. Every applicant must submit a signed waiver form that indicates ETIHER that they waive their right of access OR that they do NOT waive their right of access. We in HP Advising require that you indicate one or the other. We prefer that you waive your right of access. The act gives you the right to see your file, unless you waive that right. How might you evaluate this?

**If you waive the right to see your file**, then you cannot see what is written about you, but that file is viewed as being a frank and honest assessment and will carry significant weight as a clear recommendation.

The CLoE that is written for an applicant who waives their right in this regard will be a complete and thorough assessment and includes specific elements and interpretation of your recommenders’ letters. Schools really value this.

**If you do not waive the right to see your file**, then you will be able to view what is written about you, but that file is now viewed as compromised in its content, and in the credibility of its recommendation, and will therefore carry substantially less weight as a recommendation.

The CLoE that is written for an applicant who does not waive their right is limited to the public metrics in the cover sheet and will not include any specific elements from letters of recommendation nor will it include any thoughtful interpretation of your individual letters. It will also clearly state that you did not waive your right to access your file. This can be viewed as a negative.

We in Health Professions Advising believe that waiving your right of access means that letters written on your behalf will be protected by confidentiality and will therefore be of greater assistance to you in the admissions process to health professions schools.

**Applicant's Waiver of Access to Composite Letter of Evaluation Release**

I have read the attached explanation of the Family Educational Rights and Privacy Act (FERPA) and understand that federal legislation provides me with a right of access to confidential material that may be waived, but that no school or person can require me to waive this right.

**Please check one of the following statements and sign below:**

In connection with my application for admission to various health professional schools,

**I hereby waive my right of access** to confidential statements and material evaluating me/and my activities for the HPAC. These materials and evaluations will be forwarded by Lafayette College to the health professional schools to which I have applied. It is my intention that this waiver shall be applicable to all such statements and material whether it is in the possession of Lafayette College or the health professional school.

**I do not waive my right of access** to confidential statements and material evaluating me and my activities forwarded by Lafayette College to the health professional school to which I have applied.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Date |  |
| Applicant’s Name (Please Type/Print) | | | |

|  |  |
| --- | --- |
| Applicant’s Signature |  |

**Applicant’s Authorization to Release Composite Letter of Evaluation**

The following statement must be signed for us to release our CLoE in support of your application.

I hereby authorize release of Composite Letter of Evaluation written by the Lafayette College Health Professions Advisory Committee to be sent on my behalf to my designated list of the health professions schools.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Date |  |

Applicant’s Name (Please Type/Print)

|  |  |
| --- | --- |
| Applicant’s Signature |  |