



Graduate Certificate in Judicial Administration Program

Notice to Applicant: Please fill in your name and carefully read the paragraph below.

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 rights to review the contents of this letter of recommendation.**

Applicant Signature: _____ Date: _____

Notice to Recommender:

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 stationery, if available) to this form.

Please Check Recommendation: (Please check one)

- Truly Exceptional Strongly Recommend Recommend Recommend with Reservations

Print Name: (Last) _____ (First) _____

Job Title _____ Place of Employment _____

Address: (Street) _____ (City) _____ (State) _____ (Zip) _____

Business Phone _____ E-mail _____

Signature _____ Date _____

Please return to student in a sealed envelope or mail directly to the address listed below:

Sacramento State
College of Continuing Education
Attn: JA program
3000 State University Drive, MS 6103
Sacramento, CA 95819