

Letters of Recommendation

A letter of recommendation may be requested for some clerkships. Letters must be sent to the CHSU Clinical Clerkship Coordinator. The CHSU Clinical Clerkship coordinator will upload those letters into VSLO.

Written permission from the student is required for a letter of recommendation if any information included in the recommendation is part of the "education record" (grades, GPA, and other non-directory information). If personally identifiable information obtained from a student's educational record is included in the letter of recommendation, the student must submit a signed **Letter of Recommendation Request Form** to the writer that includes the following:

1. specifies the records that may be disclosed,
2. states the purpose of the disclosure, and
3. identifies the party or class of parties to whom the disclosure can be made.

Letters of recommendation are considered part of a student's education record, the student has the right to read it, unless she/he has waived that right of access.