



## Middlebury Bread Loaf School of English

Middlebury's policy regarding the Family Educational Rights and Privacy Act of 1974 is as follows:

*Students or former students have the right to inspect and review all admission and placement letters placed in their files after 1 January 1975, unless they sign a Student's Waiver Statement attached. Admission letters are the letters submitted by a referee at the time of acceptance at the School. Placement letters are letters of recommendation written by the Director or Associate Director of the School of English. Comment cards contain remarks submitted each summer by the instructors regarding student performance. The Director or Associate Director uses these comments for determining readmission and for preparing letters of recommendation.*

*If the Student's Waiver Statement is not signed, instructors will be advised that comments they may submit cannot be held confidential.*

Please select only one of the options below:

### CONFIDENTIALITY AGREEMENT

I hereby waive my rights to review materials placed in my file after 1 January 1975, with the understanding that:

1. Letters of recommendation containing evaluations from my instructors at Bread Loaf will be forwarded to an institution, organization, or private party only upon my request. The institution, organization, or private party receiving this letter of recommendation will be instructed not to permit any other party to have access to the information without my written consent.
2. This waiver will remain in effect until I notify, in writing, the Office of the Dean of the Bread Loaf School of English, at which time letters of recommendation and Bread Loaf professors' comments will be removed from my file.

Date: \_\_\_\_\_ Signature \_\_\_\_\_

### DECLARATION NOT TO WAIVE MY RIGHTS

I hereby decline to waive my right to inspect and review materials placed in my folder after 1 January 1975.

Date: \_\_\_\_\_ Signature \_\_\_\_\_