



To Whom It May Concern,

Re: _____
Student's name

The Health Professions Evaluation Committee (HPEC) requests your help in evaluating students who are applying to professional schools. The HPEC uses these evaluations to gain a better understanding of the student applicants. The HPEC decision-making process would be substantially aided if you could speak to any or all of the following traits that you have observed in the applicant:

- | | |
|----------------------|----------------------|
| Communication skills | Leadership potential |
| Motivation | Sensitivity |
| Honesty | Dependability |
| Work habits | |

Specific examples or details about your impressions of the applicant help to strengthen our evaluation. It is also helpful to state the nature and extent of your relationship with the applicant. **Letters must be submitted on letterhead and signed.** Letters are due by April 15th.

Note: To comply with FERPA regulations, the student provides the following:

"In accordance with FERPA, I _____, authorize _____ to write a letter of recommendation on my behalf in which he/she/zie may disclose the following education records: course enrollment information, grades, GPA, class rank, written evaluations, honors/awards, and disciplinary action(s). This letter is being requested by me for inclusion in my application to _____ school."

Please address your letter to:

Donald Lehman, Ed.D.
Professor and Director of HPEC
105E Pearson Hall
University of Delaware
Newark, DE 19716

Please email your **signed** recommendation letter **on your letterhead** as a PDF file to HPEC-UD@udel.edu.

This individual has waived his/her/zer right to examine this document.

Student's Signature

Date