

Complete and return to the College Advising Office



## **TRANSCRIPT AND INFORMATION RELEASE**

Federal and state law governing the privacy and confidentiality of school records requires that students (and families until the student turns 18) authorize the release of all academic record information. In order to ensure a smooth and timely processing of student records, please complete and return this form to the College Advising Office, as soon as possible. This form will be kept on file and used when needed for college, scholarship, and program applications.

If the student is under 18, a parent, or guardian, must also sign.

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Student's Last Name

First Name

Middle Name

Date of Birth: \_\_\_\_\_

*I hereby grant St. Joseph's Academy permission to release a complete school transcript, standardized test score reports, and letters of recommendation for the above named student to any college, university, school, scholarship service, prospective employer, summer program, and/or branch of military service requesting such information.*

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Signature of Student

Date

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Signature of Parent/Guardian

Date

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## **RECOMMENDATION LETTERS**

Pursuant to the terms of the Family Educational Rights and Privacy Act (FERPA), students may review letters of recommendation and accompanying forms **after they enroll at a postsecondary institution**, if that institution saves the documents post-enrollment. All college applications will ask students if they want to waive their FERPA rights.

Why would you waive your FERPA rights? Waiving your FERPA rights lets colleges know that you will never attempt to read your recommendations, which reassures colleges that your recommenders have been fully candid and truthful.

College Advising *strongly recommends* that you waive your right and while you are free to respond as you wish, if you choose not to waive your right, some recommenders may decline your request, or colleges may disregard letters submitted on your behalf.

Remember, even if you retain your right of access, you still won't be able to view any recommendations until after you have been admitted to and enrolled in a college.

In other words, FERPA does not allow you to inspect recommendations before they are sent to your colleges.