

Rudolf Steiner School



RECORDS & CREDENTIALS RELEASE FORM

I give my permission for the College Guidance Office to reproduce the official Rudolf Steiner School transcript, the counselor recommendation, and other pertinent credentials of the student named below, and to release them to the colleges, universities, scholarship programs, or summer school programs to which the student will apply or has already applied for admission.

Name of Student

Year of Graduation

TRANSCRIPTS AND GRADES:

- An *official* transcript (one which bears the seal of the school and the original signature of the school registrar) cannot be given to the student or his/her parent or guardian; it must be sent directly from Steiner to the party requesting it. Students and their parents or guardians are welcome to request an unofficial copy of the transcript at any time.
- In response to the student's or parent's request, Rudolf Steiner School will send an official transcript directly to every institution to which a student makes an application for admission and/or to any educational agency requiring the student's record as part of an application for a scholarship or similar benefit. The transcript will include a record of all courses taken at Rudolf Steiner School and the grades and credits earned, as well as a list of courses in progress.
- Senior mid-year grades will be sent automatically to all colleges to which transcripts have been sent.
- The College Guidance Advisor will respond to colleges' requests for interim grade reports.
- After graduation, an official final transcript will be sent to the college or university which the student will attend.

STANDARDIZED TEST SCORES:

Rudolf Steiner does NOT include SAT I, SAT II or ACT test results on the official student transcript. In insolated cases the school will send copies of these scores when requested to do so. It is the student's responsibility to have official standardized test scores sent directly from the testing agencies to colleges and universities that require officially reported scores; this process takes weeks and should be done well in advance of application deadlines.

COUNSELOR RECOMMENDATION/TEACHER RECOMMENDATIONS:

- Most colleges and universities will ask students to waive rights of access to confidential materials that have been submitted in support of an application (such as the counselor statement and teacher recommendations) as described in the Family Educational Rights and Privacy Act of 1974 (commonly called the "Buckley Amendment"). Similarly, it is Rudolf Steiner School's policy that families waive rights of access to the counselor recommendation and teacher recommendations.
- The confidential counselor recommendation, required by most colleges, is written by the student's College Guidance Advisor, on behalf of the Rudolf Steiner School. As an advocate for the student, the College Guidance Advisor shares information about the student's academic and personal background and performance that is relevant to the application process. The counselor recommendation is prepared in accordance with the highest professional standard, as well as policies described in the National Association for College Admission Counseling (NACAC) *Statement of Principles of Good Practice* (available at <http://www.nacac.com>, under "NACAC policies").

DISCLOSURE POLICY:

College Guidance personnel will truthfully answer questions posed by colleges in secondary school reports, mid-year reports, and final school reports regarding disciplinary action. The following question now appears on the Common Application, used by over 300 colleges: "*Has the applicant ever been found responsible for a disciplinary violation at your school, whether related to academic misconduct or behavioral misconduct that resulted in the applicant's probation, suspension, removal, dismissal, or expulsion from your institution?*" The student is also required to answer this question on the last page of the Common Application.

If you have any questions concerning this document, please contact the College Guidance Office. This form should be returned to the College Guidance Office NO LATER than **October 1st of the senior year.**

I ACKNOWLEDGE THAT I HAVE READ AND AGREE TO THE ABOVE POLICIES:

Student Name (please print)

Student Signature / Date

Parent Name (please print)

Parent Signature / Date

Rudolf Steiner School will not release information to colleges without receipt of this authorization form.