

Oakland Catholic High School

RECORDS & CREDENTIALS RELEASE FORM

I give my permission for College Guidance to reproduce the official Oakland Catholic High 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 a school administrator) cannot be given to the student or his/her parent or guardian; it must be sent directly from Oakland Catholic High School 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, Oakland Catholic High 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 students' record as part of an application for a scholarship or similar benefit. The transcript will include a record of all courses taken at OCHS 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.
- School Counselors 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:

It is the student's responsibility to have official standardized test scores sent directly from the testing agencies to each college and university to which they apply. This includes SAT I, SAT II, ACT, and/or AP scores.

COUNSELOR RECOMMENDATION/TEACHER RECOMMENDATIONS:

- Most colleges and universities will ask students to waive rights of access of 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 OCHS'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 school counselor, on behalf of Oakland Catholic High School. As an advocate for the student, the counselor 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:

The School Counseling department will answer questions posed by colleges in secondary school reports, mid-year reports, and final school reports regarding disciplinary action taken by Oakland Catholic High School in response to what it views as a major infraction. Students are expected to disclose such information to the colleges as well.

If you have any questions concerning this document, please contact the School Counseling Department. This form should be returned to the Oakland Catholic High School Guidance Center by **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

Oakland Catholic High School cannot release information to colleges without receipt of this authorization form.