



RELEASE OF STUDENT RECORDS FOR COLLEGE APPLICATIONS

Release of Transcripts

The law requires that schools receive written permission signed by the parent/guardian before transcripts (including mid year reports and other student records) can be released to a third party.

I give approval to have transcripts and other student records sent by U.S. Mail or transmitted electronically to colleges when a request to do so is made by my son/daughter.

Signature of Parent/Guardian: _____ Date: ____ / ____ / ____

Student Signature: _____ Date: ____ / ____ / ____

Waiver of Right to Access School/Teacher Letters of Recommendation

Colleges and universities prefer that teacher evaluations and recommendations be confidential. Colleges generally believe that recommendations written with this understanding are more candid and honest. Therefore, those recommendations have more validity and carry more weight in the admissions process than recommendations that parents and students can access. FERPA law give you the right to review confidential letters of recommendation under certain circumstances:

- If you are enrolled in college and that college saves the recommendations for enrolled students
- If you are 18 or older.

Waiving your rights lets colleges know that you do not intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful. Some recommenders may refuse to write a letter for you unless you waive your rights.

We request that school employee(s) at Chapelgate Christian Academy complete letters of recommendation and/or other evaluations associated with my student's college application. We authorize the release of student information in this letter and other application forms.

_____ We waive our rights to examine letters of recommendation

_____ We do not waive our rights to examine letters of recommendation

Signature of Parent/Guardian: _____ Date: ____ / ____ / ____

Student Signature: _____ Date: ____ / ____ / ____