



Transcript Release and FERPA Waiver

Shady Side Academy is hereby authorized to release academic records of:

Student's name – please print

Graduation year

for **all requests during the college, scholarship and merit award application processes** during the fifth and sixth form years. Shady Side Academy policy does not allow the release of academic records until the Business Office verifies that the student's account is paid in full.

Student/Graduate signature (required)

Date

Parent/guardian signature
(required of all students and graduates under the age of 18)

Date

Shady Side Academy will prepare a packet of materials for each college to which a student applies which will include

- the student's transcript listing final grades in all courses, QPA calculations for each academic year and a cumulative QPA which will include all SSA grades earned through the end of the junior year;
- a SSA Profile which details the school's history, curriculum, grading scale, standardized testing profile, grade distribution and the college enrollment of recent graduates;
- two (2) teacher letters of recommendation and
- a comprehensive letter of recommendation written by one of the College Counselors.

I recognize the confidential nature of these documents *including the counselor letter of recommendation and teacher letters of recommendation* and I waive my right to access.

Parent Signature _____ Date _____

In accordance with the Statement of Principles and Good Practice (SPGP) of the National Association of College Admission Counselors (NACAC), students and families must remember that they may only apply to one college under an Early Decision (binding) program, should follow any published restrictions for any Restrictive Early Action (non-binding) program, and may submit an enrollment deposit to **ONE AND ONLY ONE** college to hold space in the entering class.

We have read the above statement and agree to abide the policies as indicated in the SPGP.

Student/Graduate signature (required)

Date

Parent/guardian signature

Date