

**CHATHAM HALL
COLLEGE ADMISSION
RECORDS RELEASE POLICIES AND PERMISSION**

To Seniors and Parents:

To facilitate our roles as your advocates in the college admission process, we list below our records release policies related to college application materials. We ask that you read the statement(s) below and sign to acknowledge them. Please call the College Counseling Office or the Academic Office if you have any questions.

TRANSCRIPTS AND GRADES:

1. Chatham Hall will send an official transcript directly to every school to which a student makes application for admission. The transcript will include a record of all courses taken at Chatham Hall, and the grades earned, as well as a list of courses in progress.
2. For students who entered Chatham Hall after the ninth grade, Chatham Hall will also mail an unofficial copy of a student's previous transcript showing high school courses taken prior to entering Chatham Hall. If a college requires an official transcript of prior work, it is the student's responsibility to request it from the previous school.
3. First trimester grades will be sent automatically around December 1 to all colleges to which applications have been sent. Second trimester grades will be sent in mid-March to any of those colleges at which the admission decision is still pending.
4. Progress Report grades will not be sent to colleges unless specifically requested by the student or the college.
5. After commencement, Chatham Hall will send an official final transcript to that one college or university at which the student has matriculated, and also to any college of whose wait list the student is an active member. Final transcripts are mailed after all financial obligations to the school have been met.

STANDARDIZED TEST SCORES:

1. It is the student's responsibility to have official standardized test scores sent directly from the testing agencies (College Board and/or ACT) to colleges and universities that require them for admission.

RECOMMENDATIONS:

1. Students are encouraged to request recommendation letters from the faculty members whom the student feels can provide the most insightful description of their academic development. When requesting letters of recommendations, students should give faculty members ample notice (normally 3-4 weeks).
2. Recommendation letters written on behalf of the student by Chatham Hall faculty and administration are sent directly to the colleges and/or universities to which a student is applying. It is understood that the parent(s) and student waive any rights to see these recommendations.

DISCIPLINARY REPORTING POLICY:

1. Many college application forms (including the frequently-used Common Application) ask whether an applicant has ever been suspended or expelled during her time in high school. When asked, the College Counselor will acknowledge any violation and will counsel the student to do the same. The Counselor's explanation will give a brief description of the incident and will emphasize lessons learned by the applicant. If a disciplinary incident occurs after applications have been filed, the College Counselor will report those changes to the same colleges.

I acknowledge that I have read and agree to the above policies.

Student Signature

Date

Parent Signature

Date