

FORDHAM PREPARATORY SCHOOL
TRANSCRIPT RELEASE POLICIES AND PERMISSION

Student: _____

School policies related to the release of college application materials are listed below. Please read and sign this document. ***Note: we cannot release information to colleges without the proper signatures.***

Transcript and Grades:

- In response to a request from a student or parent, Fordham Prep will send an official transcript directly to every school to which a student makes 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 Fordham Prep and the grades and credits earned, as well as a list of courses in progress.
- Seventh semester grades will be sent automatically to all colleges to which transcripts have been sent.
- The College Counseling office will respond to colleges' direct requests for interim grade reports.
- Upon graduation, we will send an official transcript to the college or university into which the student will matriculate.

Standardized Test Scores:

- No standardized test scores (SAT, SAT II, ACT, or AP) are listed on a student's official transcript. It is the student's responsibility to have official test scores sent directly from the testing agency to colleges and universities needing these test scores.

Recommendations:

- Confidential letters of recommendation written on behalf of the student by Fordham Prep faculty and counselors are sent directly to the colleges and universities to which a student applies and to scholarship foundations. It is understood that parents and students waive any rights to see these recommendations.

Early Decision:

- Any student accepted to a college or university under a binding Early Decision plan must cancel all applications filed at any other schools. This is in accordance with the signed agreement that was submitted with your application to the Early Decision school. Failure to withdraw all other applications is unethical as well as a violation of the Early Decision agreement.

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

Student Signature

Parent/Guardian Signature