

Instructions for the Release of Educational Records and Letters of Recommendation

Instructions for Releasing Educational Records

Connections Academy will provide educational records, including official high school transcripts, class rank, and test scores to third parties (e.g., post-secondary institutions, scholarship committees, potential employers) **only** with prior written approval from the student's parent(s), legal guardian(s), or Eligible Student (a student aged 18 or older or legally emancipated).

Requests for the release of records should be made by completing the following sections of the form:

- Student and School Information
- Institution Release Information
- Signature of Parent/Legal Guardian or Eligible Student

If you are not requesting letters of recommendation, you do not need to complete the *Recommendation Release Information* section. See below for letters of recommendation instructions.

NOTE: To ensure that application deadlines are successfully met, we require at least 10 working days for requests to provide educational records.

Instructions for Obtaining Letters of Recommendation from Staff Members

This form should also be used to authorize Connections Academy staff members to write a letter of recommendation for the listed student. To do so, you must fill out **all** sections of the form.

If you are not sure who will write the letter of recommendation for the listed student, or you want to authorize **all** Connections Academy staff members to write a letter of recommendation for the listed student, check the "Any Staff Member" box in the *Recommendation Release Information* section.

If you know the names of the staff members who will write a letter of recommendation for the listed student, check the "Specific Staff Member" box, and enter the name(s) of the staff member(s). In addition to completing this section of the form, it is good practice to also alert your chosen specific staff member(s) via WebMail that you are requesting a letter of recommendation. If you select "Specific Staff Members" it will prohibit any other staff members who are not listed from writing a letter of recommendation for the student.

NOTE: To ensure that application deadlines are successfully met, we require at least 30 days for requests to obtain a letter of recommendation.

Instructions for submitting the form:

The completed form may be printed and sent to your School Counselor either by email, US Mail, or fax. It may also be completed and submitted electronically (see instructions below). **Contact your School Counselor with any questions.**

To complete this form electronically:

- Complete the form, including checking the “digital signature confirmation” box in the *Signature of Parent/Legal Guardian or Eligible Student* area of the form.
- Save the document to your device.
- In the Release Ed Records and Letters of Recommendation Data View:
 - Upload the form by clicking “Add Files”.
 - Type your name in the “Caretaker’s digital signature to release records” text box.
 - Type the date into the “Date Signed” text box.
 - Click “Save and Finish”.

Note about High School Class Rank

Connections Academy will calculate the class rank for each high school student two times per year, shortly after the conclusion of each semester. Students who have not yet successfully completed any high school courses for credit directly from Connections Academy will be excluded from the class rank calculation.

For the purpose of calculating the class rank, the student’s cumulative Grade Point Average (G.P.A.) will be used, which may include weighted grades for Honors or Advanced Placement courses. Courses transferred in from other accredited institutions will also be included in the class rank if there is a grade assigned for that course.

Students whose class rank rounds off to the same number will be considered tied and will receive the same class rank. The ranking will compare students within the same grade level at the same school. Students should check their State-Specific Handbook Supplement, located in the Virtual Library, to see if class rank is automatically included on the transcript or if it must be requested separately.

Authorization to Release Educational Records and Letters of Recommendation

Student and School Information

Complete this section with the name of the student whose records shall be released and the name of the school releasing the selected records.

Student's Last Name First Name Middle Name Connections Academy School

Recommendation Release Information

Complete this section if you want a Connections Academy staff member to write a **letter of recommendation** for the listed student. Who do you want to write a letter of recommendation for the above-listed student?

- Any Connections Academy staff member
 Only specific Connections Academy staff members (List all)

What is the purpose of the recommendation (for example: college application, scholarship, personal/employment reference)?

Institution Release Information

Requestor Information

Student's Last Name First Name Middle Name County

Street Address City State ZIP Code

Home Phone Work Phone Mobile Phone

Is the student the requestor? Yes No (If no, what is the Requestor's relationship to the student? _____)

Records Requested

Please make sure to review your student's transcript in Pearson Online Classroom before requesting for it to be sent to an outside institution. You can access the transcript by going to the student's Grade Book (AG) and then click on **High School Transcript** at the top left of the screen. If you have questions or concerns regarding the transcript please contact your school's counselor.

What records do you request? (Check all that apply) School Transcript Other: _____

Please release the above-checked information to: (Check one)

- ALL** colleges, universities, military institutions, scholarship committees, other programs, and/or potential employers to which I apply as listed in the corresponding Data Views.*
 ONLY colleges, universities, scholarship committees, other programs, and/or potential employers listed below
 ONLY Armed Service of the United States listed below
 ONLY Militia of the state listed below

* Be aware that checking **ALL** is preferable if your student will be applying to multiple colleges.

Student's Last Name First Name Middle Name Connections Academy School

Record Destination(s)

Destination 1: Name of School or Agency County

Destination 1 Street Address City State ZIP Code

Send on date Send to the attention of # of Transcripts

Destination 2: Name of School or Agency County

Destination 2 Street Address City State ZIP Code

Send on date Send to the attention of # of Transcripts

Destination 3: Name of School or Agency County

Destination 3 Street Address City State ZIP Code

Send on date Send to the attention of # of Transcripts

Signature of Parent/Legal Guardian or Eligible Student

For this form to be valid, it must be signed by the student's parent/legal guardian or the Eligible Student.

By signing below, in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), I hereby authorize the above-listed counselor or staff member to complete college/university application(s) or other applications as listed above in which they may reference the educational records and information that are selected above.

By signing below, I understand that my consent for the release of records is voluntary and I can withdraw my consent at any time. I further understand that this consent shall remain in effect until revoked by me, in writing, and delivered to the above-listed school(s), but should I withdraw my consent, the revocation does not apply to disclosure previously made by the above-listed school prior to the receipt of any such written revocation.

Last Name First Name Middle Name

Signature Date Phone Number

I understand that checking this box AND entering my name into the "Caretaker's digital signature to release records" field on the Release Ed Records and Letters of Recommendation data view constitutes my electronic signature.

THIS INFORMATION IS RELEASED SUBJECT TO THE CONFIDENTIALITY PROVISIONS OF FERPA AND OTHER APPROPRIATE STATE AND FEDERAL LAWS AND REGULATIONS, WHICH PROHIBIT ANY FURTHER DISCLOSURE OF THIS INFORMATION WITHOUT THE SPECIFIC WRITTEN CONSENT OF THE PERSON TO WHOM IT PERTAINS, OR AS OTHERWISE PERMITTED BY SUCH REGULATIONS.