

Please make a copy then mail to your college counselor: File, then Make a Copy

**Westtown School  
Office of College Counseling  
West Chester, PA 19382**

**CREDENTIALS AND INFORMATION RELEASE FORM (Class of 2019)**

I give my permission for the College Counseling Office to reproduce the official Westtown School transcript, the transcript(s) of coursework completed at other secondary schools or during the summer, the college counselor's *Descriptive Statement*, and other pertinent credentials of the student named below and release them at the request of the student or parent to the colleges, universities, scholarship programs, or summer school programs to which the student will or has already applied for admission.

In order for a transcript and supporting information to be released, this form must be on file and the college(s) listed properly in the student's Naviance account.

An *official* transcript (one which bears the seal of the school, an original signature of a school administrator, or an electronic signature) cannot be given to the student or his/her parent or guardian: it must be sent directly from Westtown School to the party requesting it. Students and their parents are welcome to request an unofficial copy of the transcript at any time.

The official transcript lists all academic credits earned as part of the student's secondary school history. This includes semester and final year grades earned at Westtown as well as summer school and middle school courses and grades if counting toward high school graduation (eg. first year of a foreign language, Algebra I). Grades from the first and second semester of the senior year are added at the conclusion of each term and final year-end grades and credits are recorded in June.

**No class rank or grade-point average is calculated.**

The *Descriptive Statement/Recommendation*, required by most colleges, is written by the student's college counselor from a position of support on behalf of Westtown School. As an advocate for the student, the counselor shares information about the student's academic and personal background and performance that is relevant to the application process in accordance with the highest professional standards. If a family has concerns about the sharing of particular information in the context of describing the student's growth and achievement, the College Counseling Office must be informed by the start of the school year. *The Statement of Principles of Good Practice of the National Association for College Admission Counseling (NACAC)* informs our policies and practices. A copy of *The Statement of Principles of Good Practice* is available at [https://www.nacacnet.org/globalassets/documents/advocacy-and-ethics/statement-of-principles-of-good-practice/2017\\_spgp\\_final.pdf](https://www.nacacnet.org/globalassets/documents/advocacy-and-ethics/statement-of-principles-of-good-practice/2017_spgp_final.pdf) Westtown School's college counseling policies and practices are described fully in the material distributed to juniors and their parents in January.

Standardized test scores (PSAT-10, PSAT-11, SAT, Subject Tests, ACT, TOEFL, etc.) are not part of a student's transcript and therefore are not released to colleges, scholarship agencies, or any third parties. Students must arrange to have test scores sent directly from the testing agencies to colleges and scholarship agencies.

If you have any questions concerning the official transcript, please contact the Upper School Office or the College Counseling Office. This form should be received by the College Counseling Office no later than **June 29, 2018**.

Student's Name: \_\_\_\_\_

Expected Year of Graduation from Westtown School: \_\_\_\_\_

\_\_\_\_\_  
student's signature

\_\_\_\_\_  
parent/guardian's signature

\_\_\_\_\_  
date

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*Westtown School cannot and will not release an official transcript without receipt of this authorization form.*