



Release of National Connections Academy Summer School and Full-Time Student Transcript Policy

National Connections Academy **summer school students** are entitled to one free official Summer School transcript sent to a third party such as a high school or post-secondary institution. Unofficial transcripts can be printed by the student at any time while they are enrolled in the course, and for approximately two weeks after they have completed the course. Additional official transcripts will be sent upon request for a fee.

National Connections Academy **full-time students** may also print unofficial transcripts at any time while enrolled. Full-time students may request to have transcripts sent to third parties such as to institutions of higher education, military institutions, and prospective employers, free of charge. There is no limit on the number of official transcripts full-time students may request.

Official transcripts will be released *only with prior written approval* from the student's parent(s)/legal guardian(s), or from the student if he or she is aged 18 or older or an emancipated minor. National Connections Academy requires advance notice of at least **10 working days for all official transcript requests**. Requests should be made using the attached Transcript Request Form. This form can also be requested by calling toll-free 877-804-NACA (6222).

The parent or student should submit the Transcript Request Form to National Connections Academy:

National Connections Academy
Transcript Request
1001 Fleet St. 5th Floor
Baltimore MD 21202



Transcript Request Form

Release Information

Complete this section with the name of the student whose transcript shall be released, the contact at the school to whom the transcript should be sent, and the name and address of the school.

Student:

Last Name First Name Middle Name

School Contact

Last Name First Name Middle Name

School Name

School Address

School Address

City State Zip

Signature of Parent/Legal Guardian or Eligible Student

By signing below, I, the undersigned, in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), hereby authorize the National Connections Academy Registrar or other National Connections Academy staff member to release my student's National Connections Academy transcript to the school listed on this form.

By signing below, I, the undersigned, understand further that (1) I have the right not to consent to the release of my education records; (2) I have the right to receive a copy of such records upon request; and (3) that this consent shall remain in effect until revoked by me, in writing, and delivered to National Connections Academy, but that any such revocation shall not affect disclosures 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

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.