

Policy Statement and Agreement

Given below are the Office of College Counseling policies to which the counselors of The Webb School both adhere and honor, expecting Webb students and parents to do likewise. Parents and students will be given a copy of the policies with an attached agreement on the back for both to sign. The Office of College Counseling will keep one copy and the other the student and/or parent can keep for their files. This agreement must be signed in order for the Office of College Counseling to release the student's confidential transcript to colleges.

1. Seniors must turn in all completed applications to The Webb School Office of College Counseling at least two weeks before the deadline set by the respective colleges. The counseling office will submit all necessary supporting documents (transcripts, recommendations, profile, etc.) via Naviance in a timely fashion.
2. Students are responsible for registering for all college entrance examinations, the easiest method being online registration (information for registration is available in the counseling office and on the College Counseling website). Furthermore, all students are responsible for sending all SAT/SAT II, ACT, and/or TOEFL scores to the colleges themselves.
3. It is the student's responsibility to notify the Office of College Counseling if he or she wants additional information, such as new grades and/or an updated transcript, to be sent to a particular college as the year progresses. This is applicable to any information the student wishes to send a college that the college does not require for application.
4. Both juniors and seniors are strongly encouraged to visit colleges and universities when The Webb School is not in session (i.e., Christmas break, spring break, long weekends, and summer vacation). A limited number of college leaves are granted during the course of the academic year; however, these leaves are contingent upon the student having a verified appointment with the college and college admission staff. Also, the student must schedule the leave in advance with the Office of College Counseling, have the leave approved by all of the student's teachers, and return the leave form to the Dean of Students Office at least seven (7) days in advance.
5. The Webb School is a member of the National Association for College Admission Counseling (NACAC) and supports NACAC's Statement of Principles of Good Practice (SPGP). Therefore, in keeping with the best practices espoused by NACAC, The Webb School has established a written policy on disclosure relating to communications with colleges. This policy states that any "disciplinary violation whether related to academic misconduct or behavioral misconduct, which results in the applicant's probation, suspension, removal, dismissal, or expulsion" between time of application and graduation must be reported to each school to which the student is applying. If such a disciplinary action should occur, the student, with the help of the college counselors, must self-report the incident to each school within ten (10) days. After ten days, if the notification process has not been initiated by the student, the Office of College Counseling will contact each individual school with a formal letter on behalf of the student.

6. As a NACAC member, The Webb School expects its students to both honor and adhere to NACAC's Statement of Students' Rights and Responsibilities, and Statement of Principles of Good Practice, especially with regard to the May 1 Candidate Reply Date and Early Decision agreements. Both of the NACAC documents can be found at www.nacacnet.org.

Policy Agreement

Please initial each statement and sign below.

Dear Parents,

It is the intent of The Webb School Office of College Counseling to do everything possible to find the right college fit for each student and to state explicitly the Office's policies for both parents and students. After you have read those policies, I ask that you initial the following items and sign at the bottom of this page. The Office of College Counseling will keep the original and provide a copy for your records.

_____ I have read and agree to abide by the policies of the Office of College Counseling.

_____ I give my consent and request that The Webb School Office of College Counseling send transcripts, unofficial college entrance test scores, teacher recommendations, Counselor's statements, the Secondary School Report, and all supporting documentation to all colleges and universities to which I am applying.

_____ I understand that the Office of College Counseling will send Webb School transcripts to up to ten (10) different colleges/universities on each student's behalf, and that any transcripts requested beyond that number will initiate processing charges of \$30 per additional transcript sent.

_____ I understand that the Counselor's Statement, teacher recommendations, and the Secondary School Report are confidential documents used to support a student's application. By FERPA law, each student has the right to either waive or not waive his/her right to view these confidential documents. Regardless of which option the student chooses, these confidential documents, by law, cannot be read until after the student has graduated from The Webb School and must be obtained from the college/university that the student attends.

_____ I understand that the college counselors, bound both by The Webb School's code of integrity and the NACAC Statement of Principles of Good Practice, will be supportive of all students, but forthright in reporting student conduct and significant changes in my disciplinary or academic record.

Name of Student (Please Print)

Signature of Student

Date _____