

**The Outdoor Academy of the Southern Appalachians
Transcript and Drop/Add Policy**

On written request to the Outdoor Academy Registrar, students may receive unofficial copies of their academic transcripts or have official transcripts mailed to agencies or institutions provided the student's record shows no financial indebtedness to the school. Official transcripts, bearing validating signatures, are not issued to individuals but are mailed as directed to agencies or institutions as confidential information. All transcripts include each student's entire academic record. No partial or incomplete statements are issued as transcripts. For prompt receipt, students should request transcripts at a reasonable time prior to need. Delays in issuing transcripts may occur immediately before or after a term break.

Students enrolled in The Outdoor Academy may drop a class without penalty within 45 days of the beginning of the semester. After the 45 day period, all courses will be reported on the Official transcript issued from the school. Any change in course selection will be made with input from the parent(s), student and faculty of the school.

Students may enroll in an additional class at The Outdoor Academy for up to 20 days after the beginning of the semester.

I have read, understand and agree to the terms of the above policy as they apply to my student:

_____ (Student Name – Print)

1st Parent Signature _____ Date _____

2nd Parent Signature _____ Date _____