

How to Request Student Records

In accordance with state and federal legislation regarding educational records, Blair Academy makes an annual statement to all parents of new students:

1. Nathan Molteni, Dean of Academics, is the official who is responsible for overseeing the maintenance of each type of educational record that is kept by the School. All questions regarding a student's educational record should be addressed to him.
2. We maintain two general categories of education record:
 - a) **Mandated Records:** Personal information about a student (name, date of birth, address, grades, attendance records and health records) are required to be maintained by law.
 - b) **Permitted Records:** Advisor letters, teacher comments, school correspondence with students or parents and other authenticated data are kept on file. Once a student has graduated or left school, this material is annually reviewed and all material that is no longer relevant is removed.
3. Parents of a student under the age of 18 may inspect their child's records. Students who are 18 years old or older may inspect their own records.

One copy of a student's high school transcript (grades and courses) will be mailed to every senior whose accounts are in order following graduation.

After graduation, all subsequent requests for transcripts **must be made in writing to the school by the student**. NO information will be released over the phone nor may information be forwarded with a signed formal written request.