



Experiential education for young people promoting the natural world and the betterment of human character.

## Transcript, Class, and Theft Policy

To be completed by the Student and their Parent or Guardian

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

Semester attending OA: \_\_\_\_\_

### **Transcript 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.

### **Class Add/Drop Policy:**

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 then 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.

### **Theft and Loss Policy:**

Theft is extremely unlikely at The Outdoor Academy. However, students need to be aware that if they bring valuable instruments, outdoor or sporting equipment, we cannot guarantee total protection all the time. We do provide locked areas for storage, but a student who brings a valuable item is ultimately responsible for its care and safekeeping. The Outdoor Academy cannot replace lost or stolen items. **Students must have permission from the OA Director to bring an item that is not on the Bring List. If you would like to bring a valuable item not on the Bring List, please contact our office to discuss.**

I have read, understand, and agree to the terms of the above policies as they apply to my student attending The Outdoor Academy:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

List of approved extra items brought by student:

Item # 1: \_\_\_\_\_

Item # 2: \_\_\_\_\_

Item # 3: \_\_\_\_\_

Item # 4: \_\_\_\_\_

OA Director Signature: \_\_\_\_\_