



Ansonia High School Disclosure (Release) Policy

The Ansonia policy regarding disclosure of school records is two-fold:

1. "Directory information" relating to students that shall mean such information as the student's name, address, telephone listing, date and place of birth, field or course of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and the most recent educational institution attended by the student. Directory information **may** be made available **without** parent permission.

2. "Confidential Records" shall mean all records not considered "directory information: including grades, evaluations, health records and disciplinary records. If a student's disciplinary standing changes substantially at any time after the college admissions process has begun, we reserve the right to notify the colleges. We counsel students to provide colleges with further information, any extenuating circumstances and the effects of the action upon them. If a student withdraws from the school to avoid disciplinary action, we reserve the right to report the infractions to the college. Confidential records may not be available with parent permission for students under eighteen years old.

3. Please initial each item below:
 - ____ I authorize the release of my / son's / daughter's school transcript and other relevant school records to the colleges, universities and scholarship programs to which s/he applies.
 - ____ I understand that teacher and counselor recommendations are confidential documents and hereby waive access to them.
 - ____ I understand that the school reserves the right to inform colleges of serious disciplinary matters (i.e. those resulting in school suspension or dismissal) and authorize the release of that information.
 - ____ I acknowledge my obligation to be honest with my school counselor and with the colleges to which my son/daughter is applying.
 - ____ I understand that it is the student's responsibility to notify the counseling office of those colleges and programs for which a transcript is needed, and to do so at least three weeks before the due date.
 - ____ I understand that it is the student's responsibility to release SAT and ACT scores from the testing organizations.
 - ____ I understand that it is the student's responsibility to register with the NCAA Clearinghouse in order to play sports in college.

Student Name (Print) _____ DOB _____

Student Signature _____ Date _____

Parent / Guardian Name (If student is under 18) _____

Parent / Guardian Signature _____ Date _____