

ACTON-BOXBOROUGH REGIONAL HIGH SCHOOL
Consent for Release of Student Records

I give permission for the Acton-Boxborough Regional High School to send my student records as noted below. I understand that no records will be mailed until this signed release form is submitted.

Student's Name: _____ Year of Graduation: _____

Counselor: _____ Date submitted by Student: _____

Deadline: _____ **Transcript Fee \$4.00** Check Attached

Early Decision: Yes _____ No _____ Early Action: Yes _____ No _____

College/School: _____ Other Address: _____

College Address: _____

Major: _____

Please check which parts of your record you want released.

Transcript

Including identifying information, course titles, grades received, course credit, grade level

Note: Your first term grades as well as your mid-year report will automatically be sent to each college to which you apply.

Additional Information

- Grading information, weighted GPA, unweighted GPA, honors and offices
- Chart of weighted grade average distribution, school profile
- Counselor Evaluation (School Report)
- Teacher Recommendation

Individualized Testing

- Individualized Education Plan
- Reading Testing
- Learning/Achievement Testing

- Speech/Language Testing
- Intelligence Testing/Psychological
- Other (please specify):

- **Students have certain rights regarding the release of their student record. For more information see the Student Handbook, or your counselor.**

Signature of Student/Parent: _____

Date: _____

For Office Use Only:

Date Received:

Date Mailed:

Date Given to Counselor:

Notes:

College Application Procedures

- Students should determine the number of specific Teacher Recommendations required by each institution and request teachers to complete a letter of recommendation. Students should provide each teacher with a stamped, addressed envelope for each school and the appropriate recommendation form, if provided. The official Acton-Boxborough Teacher Evaluation Form, available in the Counseling Center, may be substituted for the college form.
- Please be sure to complete the Senior Questionnaire and the Resume on Naviance. Your parents are invited to submit the Parent Response Form, also available on Naviance. In addition, be sure that your counselor has received any in-house recommendations you wish to have included in your counselor letter. These forms should be submitted to your counselor as soon as possible but at least **15 SCHOOL DAYS BEFORE THE COLLEGE DEADLINE!**
- Complete the “Consent for Release of Student Records” for each school to which you are applying. It must be signed and include a \$4.00 registration fee per school. Please make out one check to ABRHS for the total amount (all colleges) when possible.
- When you have completed the above steps, bring the forms and the transcript fee for each school to the School Registrar (Mrs. Link) or give them to your counselor.
- *SAT and other College Board scores*: In order for your application to be considered and reviewed by any college, you must have your SAT scores sent directly from the College Board in Princeton, New Jersey.
- Complete the student portion of the College Application and mail it directly to the college, with the appropriate fee, unless directed otherwise by the college or university.

Note: Subject to certain limitations, students may designate the portions of their student record that will be released. However, it is customary for the District to send (and colleges typically expect to receive) grading information, weighted GPA, unweighted GPA, SAT Reasoning Test, SAT Subject Tests, ACT test scores, chart of weighted grade average distribution, counselor evaluation, teacher recommendation, and School Profile.

Note: You must submit your “Consent for Release of Student Records” at least **15 school days** before the college deadline in order to be sure that this deadline will be met.

Note: *Information you will need to fill out your application:* The high school CEEB code is 222297, the address is 36 Charter Road, Acton, MA 01720, the telephone # is 978-264-4700 and the fax # is 978-264-3346. The e-mail address format is first initial, last name (one word)@mail.ab.mec.edu.