

**Instructions for Release of Records**

For your child to be considered for admission to a Connecticut Agricultural Science and Technology Education (ASTE) program, you and your child must complete this application with the appropriate signatures and return it to your school counselor, principal, or teacher. Your school counselor will complete the sending school section of this application and forward your application, transcript of grades, attendance and discipline infractions to the appropriate ASTE Center (see Appendix A). Incomplete applications will not be processed. Admission is contingent upon successful completion of Grade 8 and final receipt of all records.

**Academic Information to be included**

**Beginning Grade 9 Admission:** Attach grade 7 final report card, grade 8 current completed marking period information (transcript), attendance, discipline record, and most recent norm-referenced screening data for numeracy and literacy including scaled scores as available.

**Mid-year Grade 9 Admission:** Attach grade 8 final report card, attendance, discipline record, and most recent norm-referenced screening data for numeracy and literacy as available.

**Grades 10, 11, 12 Admission:** Contact the agricultural science and technology education center for your town to inquire about documents to submit with the application.

504 plans and special education records will be required once applicant indicates intent to attend. Final transcript, ELL program records, full discipline record, and health records are required at the end of the year.

**Applicant's Name:** \_\_\_\_\_ **Grade Level:** \_\_\_\_\_

**Current School:** \_\_\_\_\_

**Release of Records**

I approve this application and I, the undersigned, hereby give permission for the \_\_\_\_\_ School to release the

**(Name of school)**

School records of \_\_\_\_\_ to \_\_\_\_\_

**(Applicant's Name)**

**(Name of ASTE Center)**

for the purpose of admission/placement at that school. Such records include, but are not limited to: course grades, discipline records, standardized test results, 504 Plans, IEP and/or PPT records, psychological reports, attendance records, school health records, records of extracurricular activities, and Student Success Plans. By signing this release, I agree to continually update the student's record(s) and forward all new information to the ASTE center.

**Legal Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Legal Guardian Printed Name:** \_\_\_\_\_

**Legal Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Legal Guardian Printed Name:** \_\_\_\_\_