



# Clarkstown Central School District

## Clarkstown High School South - School Counseling Center

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### Permissions for the College Process

1. **General Disclosure** - The Clarkstown Central School District forwards educational records and information to colleges/universities that have requested records and in which the student seeks or intends to enroll. The District supplies this information to colleges/universities as a service and courtesy to each student. Your signature below indicates that you understand that the District is not in any way responsible for the outcome of the college/university selection process based on the information forwarded during the college process.
2. **Senior Autobiographical Packet** – This packet, which should have been completed during your junior year, will be used as part of the college process. Please be advised that your counselor will not complete your recommendation unless this packet is completely filled out. The signatures below indicate that you are aware that the school counselors may use some or all of the material contained in the Senior Autobiographical Packet as part of their letter of recommendation for the student to be sent to colleges.
3. **Transcript Request Process/Form** – This request form is required for each school to which you are applying. By signing below, you are giving the School Counseling Center permission to send out your transcript and letter of recommendation to colleges/universities.
4. **Disciplinary Reporting to Colleges/Universities** – As per the Common Application used by colleges/university, as well as other required documents for the college process, the District is asked if the applicant has ever been found responsible for a disciplinary violation at school. Specifically, the District is asked if the action is related to academic or behavioral misconduct. Please note that the District will share this information if the infraction resulted in an additional penalty resulting from a superintendent’s hearing and/or the offense rises to the level of New York State Reporting of Violent and Disruptive Incidents Reporting (VADIR), such as, but not limited to, assault, arson, robbery, sexual offenses, reckless endangerment, homicide, weapons use/possession. The signatures below indicate that you are aware of and consent to the reporting of this information.

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Student Signature/Date

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Parent Signature/Date