WESTON
HIGH SCHOOL

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GUIDANCE DEPARTMENT

Release of Information Regarding Support Services

To: Parent(s)/Guardian(s)
From: Marla Schay, Head of Guidance
Re: Preparation of the Letter of Recommendation

As we prepare for the upcoming college/post-graduate application process, it is important that everyone involved be in agreement regarding the student information disclosed by the counselor as part of the admissions process. Because your student has an Individualized Education Plan or a 504 Plan, the guidance department is seeking your permission to talk specifically about this formal education plan in our communications with admissions. Formal authorization is required in order for your school counselor to mention the existence of an IEP or a 504 Plan, the accommodations/modifications that may or may not have been provided to the student, as well as the progress and improvement the student made over the course of the high school career.

Your school counselor will discuss the pros and cons of providing (or not providing) this authorization. It is important to remember that if your student has taken advantage of special education services, "Academic Strategies" or similar designations will be listed as a course on the transcript even if the counselor is not authorized to discuss an IEP in the letter. Please be aware that colleges cannot discriminate based on the existence of a disability. A discussion of the student's history can often shed positive light on the accomplishments of the student.

If you have any questions, please contact your student's school counselor or Marla Schay, Head of Guidance.

I authorize _____ to include in the letter of recommendation and
(school counselor)
any subsequent conversations that may take place with admissions officials, information pertaining to

_____'s educational history as it relates to an IEP or 504 Plan.
(student name)

_____	_____
(Student signature)	*(Date)*

_____	_____	_____	_____
(Parent/guardian signature)	*(Name)*	*(Relationship)*	*(Date)*
_____	_____	_____	_____
(Parent/guardian signature)	*(Name)*	*(Relationship)*	*(Date)*