



STAPLES HIGH SCHOOL

70 North Avenue, Westport, Connecticut 06880

Guidance Department

Phone: (203) 341-1225

Fax: (203) 341-1235

First Quarter Grades Request Form

- First quarter grades are optional, not required, for most colleges. This information can be found on the college's web site, your application portal, or by contacting the college directly.
- Students may choose to send first quarter grades for early action, early decision, rolling, or priority deadline applications. Students should confirm with their school counselor if this is appropriate.
- Regular decision applications with a deadline January 1 or later do not need first quarter grades sent.
- Return the signed, completed form to Mrs. Fugitt in Guidance between 10:45 a.m & 12:30 p.m.

Name of Student: _____
First MI Last

Phone: _____ Email: _____

Student ID: _____ School Counselor: _____

Please send my first quarter grades to the colleges listed below.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

List colleges in the order they appear on Naviance:	
1.	11.
2.	12.
3.	13.
4.	14.
5.	15.
6.	16.
7.	17.
8.	18.
9.	19.
10.	20.