

**STAPLES HIGH SCHOOL**

70 North Avenue, Westport, Connecticut 06880

Guidance Department

Phone: (203) 341-1225

Fax: (203) 341-1235

Transcript Release Form
Students Who Currently Attend Staples

Name of Student: _____

First

MI

Last

Student ID: _____ Current Grade: _____

Phone: _____ Email: _____

School Counselor: _____ First Application Deadline: _____

In order to have your transcript sent to colleges, please complete the following steps:

I. Common Application Account Matching & FERPA Status

1. Create or log into your Common Application account at www.commonapp.org.
2. In the Education section, select Staples as your current school.
3. Add at least one college to your 'My Colleges' list.
4. In 'My Colleges,' under any one college's section, click on 'Recommenders and FERPA' on the left of the page, then the blue underlined 'release authorization' link in the center of the page under the FERPA heading. This will lead you through a series of questions to answer. Colleges prefer that you waive your right to access so that more credibility is given to the letters of recommendation.
5. Log into Naviance, click on 'colleges,' then 'colleges I'm applying to.'
6. Click on 'Match Accounts' on the right of the pink banner across the top of the screen.
7. Enter the same email address being used for your Common Application Account and your date of birth, then click 'Match Accounts.' Once you match accounts, it is very difficult to change your FERPA status and you cannot unmatch your account.

II. Student updates his or her resume in Naviance or emails their school counselor a resume/activity list completed outside of Naviance

III. Student and parent/guardian(s) complete *Counselor Recommendation Questionnaires* (note: the parent/guardian questionnaire may also be downloaded from the SHS Guidance web site and returned directly to your child's school counselor)

IV. Student schedules an appointment with his or her school counselor and brings the following items:

- a. Staples High School Transcript Release Form (*only one is needed for all your colleges*)
- b. Print-out of 'colleges I'm thinking about' from Naviance

Note: For NCAA, complete the [NCAA Eligibility Center Transcript Release Form](#) and return to Mrs. Fugitt.

In accordance with Family Educational Rights and Privacy Act (Public Law #93-380), I authorize Staples High School to release my transcript to the recipient(s)/college(s) I have indicated. Mid-year grades will be sent automatically to all colleges for which I have already completed a transcript request, whether or not they are required by the college; final grades will be sent automatically to the college I have indicated I will attend. I release any person and/or Staples High School from all liability and hold them harmless for providing such information via transcript, school report, or recommendation.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____