



# 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 – General Purposes

This release form should be used by current Staples students when an official transcript is required to apply to private high schools or summer programs, for scholarships prior to senior year, for the DMV or other government or private institutions, or for any other purpose *besides college admissions or NCAA*.

At least 2 weeks before the deadline, email the following to Staples registrar, Mrs. Fugitt, at [sfugitt@westportps.org](mailto:sfugitt@westportps.org):

- Staples High School Transcript Release Form (*only one form is needed per year for all requests*)
- Teacher/School Counselor Summer Program Recommendation Request Form (*if recommendation required*)

Student Name: _____ First MI Last
Date of Birth: _____ Student ID: _____ Current Grade: _____
School Counselor: _____ Application Deadline: _____

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) indicated. 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: \_\_\_\_\_

Summer Program/Private High School/Institution Name: \_\_\_\_\_

Is a recommendation/school report form required to be completed by your school counselor?  Yes  No

Please indicate how you would like the guidance office to send your transcript:

Student will provide school counselor with the link to submit electronically

Please email my transcript to:

Email Address: \_\_\_\_\_

Please mail my transcript to:

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Attach additional page(s) if you are applying to multiple summer programs/private high schools.)