



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: _____

School Counselor: _____ First Application Deadline: _____

In order to have your school materials (including transcript, secondary school report, counselor recommendation, and school profile) sent to colleges, please complete the following steps at least four weeks prior to your first college application deadline:

1. Common Application Account Matching and FERPA Waiver
2. Counselor Recommendation Questionnaires (Student and Parent/Guardian)
3. Student Resume
4. Transcript Release Form
5. Transcript/Recommendation Request – College List Form
6. Student schedules an appointment with their school counselor to request transcript and recommendations

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

In accordance with the Family Educational Rights and Privacy Act, 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: _____