



STAPLES HIGH SCHOOL

70 North Avenue, Westport, Connecticut 06880

Guidance Department

Phone: (203) 341-1225

Fax: (203) 341-1235

Transcript Release Form

Students Who Graduated From or Previously Attended Staples

Name of Student: _____ DOB: _____
First MI Last

If you attended Staples under another name, please indicate here: _____

Year of Graduation from Staples (or Dates of Attendance): _____

Current College/Institution (if any): _____

List a phone number and email address at which you may be reached:

Phone: _____ Email: _____

In accordance with Family Educational Rights and Privacy Act (Public Law #93-380), I authorize Staples High School to release my official transcript to the recipient(s)/college(s) named on this form. Furthermore, 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: _____
(only needed if student is under 18 years-old)

Email your completed *Transcript Release Form* along with a copy of your driver's license or passport to Susan Fugitt, Transcript Secretary, at sfugitt@westportps.org.

List the name, transfer admissions email, and postal address for each recipient/college on the following page. Incomplete forms will not be processed. Allow at least two weeks for processing.

List the name, transfer admissions email, and postal address for each college/recipient to which you are requesting your official transcript be sent (attach additional sheets if necessary):

College/Recipient Name:

College/Recipient Name:

Transfer Admissions Email Address:

Transfer Admissions Email Address:

Postal Address:

Postal Address:

College/Recipient Name:

College/Recipient Name:

Transfer Admissions Email Address:

Transfer Admissions Email Address:

Postal Address:

Postal Address:

College/Recipient Name:

College/Recipient Name:

Transfer Admissions Email Address:

Transfer Admissions Email Address:

Postal Address:

Postal Address: