



DANBURY HIGH SCHOOL

43 Clapboard Ridge Road, Danbury, Connecticut 06811

School Counseling Department

Fax: (203) 797-4704

Transcript Release Form

Students Who Currently Attend Danbury High School

Name of Student: _____

Student ID: _____ Current Grade: _____

Phone: _____ Cell Phone: _____

E-Mail: _____ School Counselor: _____

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

If applying with the Common Application, you must use the **Family Connection** program for Danbury High School to process your information online.

- I. Complete the Important Privacy Notice for Common Application.
 1. Create a Common Application account at www.commonapp.org.
 2. In **Family Connection** on Naviance click on the 'Colleges' tab, then click 'colleges I'm applying to'.
 3. Check 'Yes, I do waive my right to access'. Check the box underneath authorizing DHS to release your records. Enter your Common Application username and Common Application password and submit.

- II. Submit the following items to your guidance counselor:
 1. Danbury High School Transcript Release Form (*only one is needed for all your colleges*).
 2. In your **Family Connection** account, click on the "Colleges" tab. Under "resources" on the left side, click on "transcripts" then click on "request transcripts for my college application". Using the drop-down menus, complete the necessary information. Click on "Request Transcripts" on bottom of page to complete your request.
 3. \$5 fee per transcript for every transcript sent after first 10 (*cash or check made payable to Danbury High School*)

Note: Do not submit your transcript request for a college unless you will submit your application within 60 days or have already done so. If you submit your application after 60 days has passed, your application will not be matched with the online transcript already submitted by Danbury High School.

In accordance with Family Education Rights and Privacy Act (Public Law #93-380), I authorize Danbury High School to release my transcript to the recipient(s)/college(s) I have indicated. Furthermore, I release any person and/or Danbury 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: _____