

**STAFFORD HIGH SCHOOL
PUPIL SERVICES
145 Orcuttville Road
Stafford Springs, CT 06076**

RELEASE OF STUDENT TRANSCRIPT

In order for SHS to release your high school transcript, you must complete the "Release of Student Transcript" form and mail or fax it to the Guidance Secretary (fax #: 860-684-0424). Phone call requests will not be accepted. Please allow twenty-four hour turn-around time. Your transcript includes: courses you have taken during your high school career, attendance, immunization records, grade point average, class rank, credits received, and graduation date.

Student: _____ Date of Birth: _____

Address: _____ Phone Number: _____

Year of Graduation: _____ Date submitted: _____

I give permission for Stafford High School to release an official transcript to the following:

- _____ Colleges/Universities/Post-Secondary Institutions
- _____ Employment
- _____ Scholarship Programs
- _____ Other: _____

Please send to:

Name/Agency: _____

Address: _____

Student (signature)

Date

Guidance Counselor (signature)

Date

FOR OFFICE USE ONLY

[] Mailed _____

[] Faxed _____

[] Released to Student _____