



WETHERSFIELD HIGH SCHOOL
411 WOLCOTT HILL ROAD
WETHERSFIELD, CT 06109
GUIDANCE DEPARTMENT
PHONE: (860) 571-8267
FAX: (860) 571-8233

Wethersfield High School College Transcript Release

Name: _____ Student ID: _____
Email: _____ Cell Phone: _____
1st Application Deadline: _____ School Counselor: _____

In order to have your transcript sent to colleges, these following steps are required:

Common Application, (CA):

- 1-A. Create a Common Application account at <http://www.commonapp.org>
- B. Add at least one college to your “My Colleges” list and complete the “Education” section
- C. Complete the FERPA Release Authorization
- 2-A. In Naviance, click on the ‘colleges’ tab, then click “colleges I’m thinking about” and check off the colleges where you would like to send an application.
- B. At the bottom of this list, click “Move to Application List.”
- C. Once you have selected the how you plan to apply (RD, ED, EA, Rolling) and whether you are applying via the Common App, click on “Update Applications”
- D. Complete the accounts matching under “colleges I’m applying to,” by entering your CA username and your date of birth

Submission of the following items to your school counselor:

1. Wethersfield High School Transcript Release Form, (only one is needed for all of your colleges)
2. Counselor Packet which includes the student activities list, honors/awards and the Parent/Guardian Brag Sheet – *if counselor recommendation is required- must schedule a Senior Interview and hand in packet **before** the interview.*
3. Print-out of ‘colleges I’m applying to’ from Naviance – **attach the list to this form**
4. **If the college does not accept online transcripts**, an addressed, stamped, 10x13 envelope, (with no return address) will be necessary.

In accordance with Family Educational Rights and Privacy Act (Public Law #93-380), I authorize Wethersfield High School to release my transcript to the recipient(s)/college(s) I have indicated. Furthermore, I release any person and/or Wethersfield High School from all liability and hold them harmless for providing such information via transcript, school report, or recommendation.

15 school days before the 1st application deadline is required to process application materials

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

“Wethersfield High School does not report class rank on student transcripts for admission purposes.”

For rank to be reported to all colleges:

Parent/guardian and student must request in writing (or email) to his or her child’s counselor to include class rank in the counselor letter of recommendation.

For an explanation of Naviance symbols, see graphic below:



School-specific application; accepts paper transcripts only; must provide envelope/label



School-specific application; accepts online transcripts; no envelope/label necessary



Common Application; accepts online transcripts; no envelope/label necessary



College accepts Common Application or school-specific application; student has indicated using school-specific application; no envelope/label necessary



College accepts Common Application or school-specific application; student must indicate which application will be used; no envelope/label necessary