



THE Vanguard School

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Transcript Release Form

Name of Student _____

Phone: _____ Email: _____

First Application Deadline: _____

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

I. Common Application Account Matching

1. Create a Common Application account at www.commonapp.org
2. Add at least one college to your "My Colleges" list and complete the "Education" section of your Common Application
3. Complete the FERPA Release Authorization
4. In Naviance, Click on the 'colleges' tab, then click 'colleges I'm applying to'
5. Complete the Common Application Account Matching

II. Submit the following items to the College Counseling Office:

1. The Vanguard School Transcript Release Form (*only one is needed for all your colleges*)
2. Parent/Guardian Brag Sheet (*if one has not already been provided, you may pick up the form in the College Counseling Office*)
3. Print-out of 'colleges I'm applying to' from Naviance

In accordance with Family Educational Rights and Privacy Act (Public Law #93-380). I authorize The Vanguard School to release my transcript to the recipients(s)/colleges(s) I have indicated. Furthermore, I release any person and/or The Vanguard 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: _____