

# NORTHSIDE INDEPENDENT SCHOOL DISTRICT TRANSCRIPT REQUEST

(Please allow 3-5 business days for processing)

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Student ID#: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

Please indicate if this an a(n):	<input type="checkbox"/> OFFICIAL TRANSCRIPT	<input type="checkbox"/> UNOFFICIAL TRANSCRIPT	<input type="checkbox"/> FINAL TRANSCRIPT
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Transcript(s)is/are to be:	<input type="checkbox"/> SENT ELECTRONICALLY BY SCHOOL (Texas colleges/universities only.)	<input type="checkbox"/> TO BE HAND CARRIED	<input type="checkbox"/> TO BE MAILED (Final transcript only.)
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Number of transcripts requested: \_\_\_\_\_

Transcript(s) is/are being sent to: (Please check where applicable or use lines below for additional institutions)

<input type="checkbox"/> SAN ANTONIO COLLEGE	<input type="checkbox"/> TEXAS TECH	<input type="checkbox"/> TX A&M at _____	<input type="checkbox"/> TEXAS STATE
<input type="checkbox"/> UTSA	<input type="checkbox"/> UNIV. OF TX at _____	<input type="checkbox"/> INCARNATE WORD	<input type="checkbox"/> TRINITY
<input type="checkbox"/> NW VISTA	<input type="checkbox"/> ST. MARY'S	<input type="checkbox"/> ST. PHILIPS	<input type="checkbox"/> OUR LADY OF THE LAKE
<input type="checkbox"/> OTHER (INSTITUTIONS, SCHOLARSHIPS, SUMMER PROGRAMS, EMPLOYMENT, ETC.): _____			

\*\*\*\*\*PLEASE MAKE NOTE OF THE FOLLOWING\*\*\*\*\*

- If you are 17 years of age or younger, your parent or guardian must fill out the "NISD RECORDS RELEASE FORM" form prior to requesting transcripts.
- There is a \$2.00 fee for each transcript for all students. If you are a current student, your 1<sup>st</sup> transcript is free. All fees are payable at the time of request.
- Please allow 3-5 business days for all transcripts to be processed.
- Standardized test scores (including, but not limited to ACT, SAT, PSAT and AP) will not be included with your transcript. It is the responsibility of the student/parent to submit test scores to the college or university you are applying to.
- All transcripts requested for admission to a Texas college or university must be sent electronically by the school. All other transcripts must be picked up from the office and mailed by the student/parent in a timely manner. No transcripts (with the exception of the final transcript after graduation) will be mailed by the school.
- If the student is 18 years of age or older and no longer in school, parents MAY NOT request transcripts for their child. Access to educational records transfer from parents to students once the student turns 18.
- Final transcripts are stored at the campus for two years after graduation. After this time, transcripts are to be requested from the NISD Central Records Department with a \$5.00 fee required.

STUDENT/PARENT SIGNATURE \_\_\_\_\_

DATE REQUESTED \_\_\_\_\_

\*\*\*OFFICE USE ONLY\*\*\*

DATE MAILED/ISSUED TO STUDENT/PARENT: \_\_\_\_\_ FEE PAID \_\_\_\_\_ FREE (1<sup>ST</sup> REQUEST) \_\_\_\_\_