

NORTHSIDE INDEPENDENT SCHOOL DISTRICT FINAL TRANSCRIPT REQUEST

Student Name: _____ Date of Birth: _____ Student ID#: _____

TRANSCRIPT (S) IS/ARE TO BE: MAILED BY SCHOOL HAND CARRIED BY STUDENT/PARENT

Number of transcripts needed: _____

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"/> UT at _____ | <input type="checkbox"/> INCARNATE WORD | <input type="checkbox"/> TRINITY |
| <input type="checkbox"/> ST. MARY'S | <input type="checkbox"/> ST. PHILIPS | <input type="checkbox"/> OUR LADY OF THE LAKE | |
| <input type="checkbox"/> NW VISTA (For admissions, NOT dual credit) | | | |
| <input type="checkbox"/> OTHER (INSTITUTIONS, SCHOLARSHIPS, SUMMER PROGRAMS, EMPLOYMENT, ETC.): _____ | | | |

PLEASE INITIAL ONE:

Include standardized test scores (ACT, SAT, PSAT, AP)

Do **NOT** include standardized test scores

*******DUAL CREDIT REMINDER*******

If you have earned dual credit, you **MUST** request your final high school transcript to be sent to your community college program to receive dual credit. **THE SCHOOL DOES NOT SEND IT AUTOMATICALLY!** The community college will not forward a transcript to your college until they have received a transcript showing that you have graduated from high school.

Check here to request your dual credit transcript.

Dual credit transcript is to be sent to: NW VISTA SAN ANTONIO COLLEGE ST. PHILIPS COLLEGE

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

1. 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.
2. There is a \$2.00 fee for each transcript. All fees are payable at the time of request.
3. The final transcript will be mailed as soon **AFTER** graduation as possible.
4. Final transcripts will **NOT** be mailed to your home. They will either be mailed to the institution of your choice or picked up from the Registrar's office.
5. 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 SIGNATURE

DATE REQUESTED

OFFICE USE ONLY

RECORDS RELEASE ON FILE

FEE PAID

DATE MAILED: