

TO REQUEST TRANSCRIPTS ONCE YOU GRADUATE

- If a student is 18 years of age or older, **ONLY** the student can consent to the release of his/her records. Family Education Rights and Privacy Act of 1974 (FERPA). Please keep the following information in mind as it is **REQUIRED**:
 - A completed, signed transcript request form on the following page
 - Requests for transcripts need to be mailed or hand-delivered to the Holmes Registrar's Office
 - A copy of your drivers license or other photo identification
 - **If you wish for your transcript to be mailed, please include a self-addressed, stamped envelope addressed to the receiver of the transcript (Ex: Admissions Office). Envelope size needs to be 4 1/8 X 9 1/2 or larger. Transcripts will only be mailed to colleges, universities or similar institutions. Please do not include a return address. Holmes HS will supply the return address.**
 - **No transcripts will be mailed to Northwest Vista College or San Antonio College under any circumstances.**
- There is a \$2.00 fee per transcript, payable by cash or check or money order at the time of request. Please do not send cash if you are mailing your request. Make all checks payable to Holmes High School.
- Our mailing address is:

**OFFICE OF THE REGISTRAR
O. W. HOLMES HIGH SCHOOL
6500 INGRAM ROAD
SAN ANTONIO, TEXAS 78238**

- Telephone requests for transcripts will not be accepted.
- Please allow 3-5 days for transcripts to be processed.
- We only keep records of students who last attended Holmes for two years after the student graduates or withdraws. For all previous years, records will have to be requested from the location below. There will be a \$5.00 fee per transcript if your records are at this location:

**NORTHSIDE INDEPENDENT SCHOOL DISTRICT
ATTN: CENTRAL RECORDS DEPARTMENT
6632 BANDERA RD; PORTABLE 7
SAN ANTONIO, TX 78238
(210) 397-8585**

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:	
<input type="checkbox"/>	Include standardized test scores (ACT, SAT, PSAT, AP)
<input type="checkbox"/>	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: