

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): OFFICIAL TRANSCRIPT
(Sealed, embossed and bears the registrar's signature.)

UNOFFICIAL TRANSCRIPT
(Does not have any seals or signatures.)

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"/> 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.): _____ | | | |

<u>PLEASE INITIAL ONE:</u>	
<input type="checkbox"/>	Include standardized test scores (ACT, SAT, PSAT, AP)
<input type="checkbox"/>	Do NOT include standardized test scores

*****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. If you are a current student, your 1st transcript is free. All others are \$2.00 per transcript. All fees are payable at the time of request.
3. Please allow 3-5 business days for all transcripts to be processed.
4. The school will not mail transcripts, with the exception of the FINAL TRANSCRIPT following graduation. It is your responsibility to mail all necessary documentation in a timely manner.

STUDENT SIGNATURE

DATE REQUESTED

OFFICE USE ONLY

RECORDS RELEASE ON FILE

DATE ISSUED TO STUDENT/PARENT:

FEE PAID

FREE (1ST REQUEST)

