



NORTHSIDE INDEPENDENT SCHOOL DISTRICT

Transcripts

6632 Bandera Road, Building D

San Antonio, Texas 78238-1435

Phone: 210-397-8585 – Fax 210-522-8167

TRANSCRIPT / VERIFICATION OF GRADUATION REQUEST FORM

This request is for: ____ Transcript
____ Verification of Graduation Letter

- 1) All transcripts consist of the same academic information; however, official transcripts are sealed in a NISD envelope and stamped "Void if Opened". Transcripts include the student's withdrawal date and/or graduation date. **Copies of high school diplomas are not available**; however, a letter of verification can be issued indicating the high school attended and graduation date.
- 2) **Picture identification and signature are required for all requests.**
- 3) A \$5.00 fee applies per transcript and verification of graduation letter. Cash, credit cards and money orders payable to NISD are accepted -- no personal checks.
- 4) 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 the scores to the college or university.
- 5) The signature of a legal guardian is required for the release of academic records of a minor student (age 17 and under).
- 6) Due to privacy regulations, parents and spouses may not obtain transcripts for adult students (age 18 and older), unless the student provides written authorization and picture identification.

Student's Current Name _____ Date of Request ____/____/____

Student's Name While Attending NISD (if different) _____

Student's SS# ____-____-____ Student's Date of Birth ____/____/____ Daytime Phone ____-____-____

Student's Current Street Address _____ City _____ State ____ Zip _____

Last NISD School Attended _____ Year _____ of Graduation - OR -
 Withdrawal - OR -
 GED

Number of Transcripts Required:

____ Official Transcript (sealed in a NISD envelope and stamped "Void if Opened")

____ Unofficial Transcript (not sealed in an envelope)

Transcript or Verification of Graduation Letter is to be:

Hand Carried by Recipient
- OR -

Mailed by NISD to the locations below. If "Other", indicate the recipient's name and address.

- | | | |
|--|--|---|
| <input type="checkbox"/> Incarnate Word | <input type="checkbox"/> Palo Alto | <input type="checkbox"/> Texas State |
| <input type="checkbox"/> Northeast Lakeview | <input type="checkbox"/> St. Mary's | <input type="checkbox"/> Trinity |
| <input type="checkbox"/> Northwest Vista College | <input type="checkbox"/> St. Philips | <input type="checkbox"/> Texas A&M at _____ |
| <input type="checkbox"/> Our Lady of the Lake | <input type="checkbox"/> San Antonio College | <input type="checkbox"/> UT at _____ |

Other: _____

Signature of Student/Legal Guardian: _____

If student is 18 or older: I authorize _____ to obtain the academic records I have requested.
(full name)

Signature of Alternate Recipient: _____

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OFFICE USE ONLY

Date: ____/____/____ Fee Paid \$ _____ Cash MC VISA Money Order# _____ Student ID _____