

Student Name: _____

Date: _____

School Counselor: _____

IB DP Candidate: Yes or No (Circle one)

NHS Transcript Request Form

This form must be turned in 3 weeks prior to any application deadline

Important Information: Your official transcript will not include any test scores (SAT and/or ACT).

- If your college or university requires test scores or you want to include your test scores in your application, you will need to send your official test scores directly from the testing organization. Students will complete this through their CollegeBoard and/or ACT accounts; fees may apply.
- If you need financial assistance to aid with the cost of sending your scores, please contact your school counselor.

Check all the boxes that apply:

I am applying to schools using the Common Application. My first deadline for Common Application is _____

I am applying to schools using the Coalition Application. My first deadline for Coalition Application is _____

I am applying to schools/employment that use an electronic system. My first deadline is _____

Send.edu

School specific link sent to counselor

List schools/employer & email addresses to send official transcripts

School/Employer: _____ Email Address: _____

School/Employer: _____ Email Address: _____

I need my transcript mailed to the following schools/employer, as they only accept paper transcripts. My first deadline for a mailed transcript is _____ (allow time for processing and mailing)

Name of School or Employer	Mailing Address

I need my transcript sent to NCAA or NAIA (circle one)

I would like a copy of my transcript

Student Signature: _____

Parent Signature: _____

For office use only: Transcript uploaded or sent _____ Date _____