



High School Transcript Request Form

FAX this completed form to: 702-507-9918

Student Name: _____

Date: _____

Transcript Request Information			
# of Official	# of Unofficial	Mail	Pick-up
Enter up to 5	Do you request an unofficial transcript?	Check to have record mailed. Indicate address below.	Check for in person pick-up, please indicate which NSHS location you will pick up from: DHEN; HEN; DWN; NW; SUM; SUN; SW; MWD

NOTE: Please complete to request your Official High School Transcript. Colleges usually want these sent directly by the high school for graduates and high schools need to send a request for these records directly to NSHS for transferred students. ACT/SAT and WorkKeys scores are documented on the transcripts. Records for pick-up will only be released to the identified individual requesting them.

Students need to request their records for EACH of the colleges they attend while at NSHS for their college records. NSHS does not have the authority or access to process college transcripts.

Mailing Address for Transcripts to be Mailed			
Institution/Individual	Street	City	State, Zip
1.			
2.			
3.			
If requesting to send electronically, please provide the email/URL/fax and name of the person receiving it			

Student Specific Notes:

Original Student/Parent Signature **Required**

Date

Please note that official transcripts are available after one day (24 hours excluding holidays and weekends) after a formal written request is made for the documents. The only exception is the processing of transcripts at the end of a school year that may take up to a month.

OFFICIAL USE ONLY	
_____ NSHS Staff Initials	_____ Date Received
	_____ Date Processed and distributed

NSHS staff initials this forms after processing the transcript request and mailing or student pickup as directed on the form.