



## NHS Transcript Request Form

**This form must be turned in to the NHS registrar 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 would like 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 College Board and/or ACT accounts; fees may apply.

### Mid-Year Reports

- First semester senior year grades will automatically be uploaded to Common App if ANY of your schools require a mid-year report

**Student Name (last name, first name):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**School Counselor:** \_\_\_\_\_ **IB DP Candidate:** Yes or No (Circle one)

Please send my transcript using the following method(s):

**Common Application.** My first deadline for Common Application is \_\_\_\_\_

**Other** electronic system (school specific link, Coalition, etc.). My first deadline is \_\_\_\_\_

**NCAA or NAIA** (circle one). Student must create an account prior to making a request.

**Paper copy** emailed or mailed (please complete the information in the box below). Please allow 3 weeks for processing. My first deadline for a mailed transcript is \_\_\_\_\_.

### University name & email address/ mailing address

Notes: Do not list your Common App schools here. If you need more room, please use the back of this sheet or attach an additional sheet

**See the NHS registrar if you need a physical copy of your transcript.**

Student Signature: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

For office use only: Transcript uploaded or sent Date \_\_\_\_\_