

*Cost per transcript request is \$2 each.*

# Nease High School Transcript Request Form

*Requests will be processed within 48 hours.*

Use this form **ONLY** if you have NOT paid online *and* are requesting transcripts in our guidance office.  
Transcripts can be requested and paid for via the Nease High School website.

Student Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_

Graduation Year: \_\_\_\_\_

Date of Request: \_\_\_\_\_

All *electronic transcripts* will be sent via Naviance or the FASTER system. **It is the student's responsibility to contact the college/university to confirm receipt of transcript. Students must have a Naviance or NCAA account prior to request for electronic transfer.**

**Electronic Transcript Request:** Scholarships, NCAA, In-State/Out-of-State/Public/Private Institution  
Please allow up to two weeks for electronic transfer of transcripts by college/university.

1. \_\_\_\_\_

6. \_\_\_\_\_

2. \_\_\_\_\_

7. \_\_\_\_\_

3. \_\_\_\_\_

8. \_\_\_\_\_

4. \_\_\_\_\_

9. \_\_\_\_\_

5. \_\_\_\_\_

10. \_\_\_\_\_

**Hard Copy Transcript Request**

**Number of Hard Copies:** \_\_\_\_\_

Students please note: You are responsible for picking up hard copy of transcript(s) and mailing to the appropriate college/university. The transcript will be sealed and official.

**PLEASE DO NOT OPEN THE SEALED OFFICIAL TRANSCRIPT**

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Student Signature (18 years or older)*

\_\_\_\_\_  
*Date*

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For Office Use Only:

Amount Paid: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Date Processed: \_\_\_\_\_

Processed by: \_\_\_\_\_