

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.**

Transcripts **CANNOT** be emailed due to public record laws. Please request a **HARD COPY** so you may send.

Electronic Transcript Request: (Ex: 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 (Ex: Scholarships, Personal, Coach review, etc.)

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.

IF OPENED THE TRANSCRIPT WILL BECOME "UNOFFICIAL."

Parent/Guardian Signature

Date

Student Signature (18 years or older)

Date

For Office Use Only:

Amount Paid: _____

Date Paid: _____

Date Processed: _____

Processed by: _____