

Northwest High School

Undergraduate Transcript Release Form

PLEASE ALLOW 5 SCHOOL DAYS TO PROCESS THIS REQUEST

- * Please do not turn in this form until **all** materials are complete and ready to be mailed.
- * Current students are permitted to request a maximum of 10 transcripts. After 10 requests there is a \$3.00 charge for each additional transcript.

Please check the process for which your transcript will be sent:

_____ Electronically (Common App or SENDedu - student provided counselor's email)

_____ Mail (transcript is to be mailed to the college)

Name _____ Student ID _____

Date of Birth _____ Phone # _____

Send Transcripts to:

College/Company _____

Person/Department _____

Street Address _____

City _____ State _____ Zip Code _____

Please include with transcript:

_____ Counselor Verification Form (*If required - Student must turn in with this form*)

_____ Teacher Recommendation Letter (*If required - Student must turn in with this form*)

_____ Fee Waiver Form (*Based on financial hardship*)

I hereby authorize the officials of Northwest High School to release a transcript of grades and other information contained in School Records necessary for application to college, employment, and/or security clearance.

If you are not 18 years old, a parent/legal guardian signature is required.

Signature _____ **Date** _____

Office Use Only:

Received: _____ *Mailed:* _____