

NORTH POINT HIGH SCHOOL TRANSCRIPT REQUEST FORM

If you are completing this form prior to the school year starting, supplemental forms and recommendation letters will be completed upon counselor's return in August. It is the student's responsibility to pick up the requested transcripts from the main office or counseling suite. Students must give the counseling office a minimum of **five school days** to complete their transcript requests (Request that require additional forms/paperwork may take more time). It is the student's responsibility to pick up the requested transcripts from the main office or Student Service Suite.

Transcript request forms are available for pick up in the Student Services Office or can be downloaded from the school website (northpoint.ccboe.com/academics) - click on "Menu, then "Academics" then "Counseling Center") Payment should be made at the time of request (**\$2.00 cash only/per physical copy of your transcripts (Online Transcript for college or Scholarships are free), exact change please – checks will not be accepted**). Please place monies in a sealed envelope with student's name, date, telephone number, counselor's name, and additional forms, if applicable.

Name: _____

Today's Date: _____

Student ID# _____

Birth Date: _____

Date of Graduation: _____

Total # Transcripts Requested: _____

Contact Name & Telephone #: _____

Counselor is to include the following (check all that apply):

_____ **Official Transcript** (includes schedule and/or grades to date)

_____ **Counselor Supplemental Forms**
(If applicable, student is to provide a hard copy)

_____ **Recommendation Letter**
(student must include current résumé)

_____ **NCAA registered/unregistered** (Circle)

➤ **PLEASE NOTE: THERE WILL BE A \$2.00 FEE (CASH ONLY) FOR EACH Physical Copy of your TRANSCRIPTS**

➤ **TRANSCRIPT REQUESTS ASSOCIATED WITH ONLINE UPLOADS ARE FREE**

➤ **SCHOLARSHIPS TRANSCRIPTS ARE FREE.**

➤ **ONE FREE "FINAL" TRANSCRIPT**

OFFICIAL transcripts may be picked up in a sealed envelope. They become **UNOFFICIAL** if the seal is broken. Note: Unofficial Transcripts can be accessed on Student-Vue or Parent-Vue. Please indicate platform; Common App (CA), My Coalition (MC), Military Academies (MA), Common Black College App (BCA), or a Physical Copy (PC).

Name of college/institution/scholarship: _____ Platform _____

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Name of college/institution/scholarship: _____ Platform _____

Student's Signature: _____

Parent's Signature: _____
(Signature is needed if student is under 18)

Office Use Only

Date Paid: _____

Amount Rec'd.: _____

Received by: _____