

Current Students – Transcript Ordering Notes

Helpful Tips

- To place an order, go to: <https://www.nisdtx.org/students-families/records-management>
- Select to get started: “**CURRENT**” student. No fee for early grads & Class of [CURRENT SCHOOL YEAR] thru 7/31 of CURRENT YEAR.

Select To Get Started:



CLICK HERE If you are a **CURRENT** student
and would like to order your student
record or transcript.

- Required info: Enter all required information. Be sure to verify all info entered is correct. All student information entered must match enrollment records.
- Optional information: Helpful for locating student record/transcript faster, especially if multiple same name students.
- No Driver’s License, no problem: Click the green “Do Not Have ID” button in the black question mark. (See screenshots)

Driver’s License: (or other State Issued ID)

★ ID Number:

required



★ Issuing State:

required

Driver’s License / ID unavailable?

"We use this information to help
authenticate your identity. If you do
not have a driver's license or another
State issued identification card, please
select the 'Do Not Have ID' button."

Do Not Have ID

- Sending your transcript: After entering all student information, at the bottom of the order page, click “**Add Delivery Address**”

Documents Will Be Delivered To: please enter the delivery addresses

Add Delivery Address

- Choose “**Educational Institution**” if sending to an academic institution or NCAA.
- Type in the academic institution’s full name, not an acronym or abbreviation.

Example A: Academic institution delivery address **entered incorrectly** which will delay processing. **Example B:** Academic institution delivery address **entered correctly**. Institution’s mailing address and email address will autofill for delivery.

Example A:

Add An Address



* Address Type: Educational Institution

* Agency, College, Employer, or Student Name: TCU

Attention: no result for TCU

* Address Line 1: required

Address Line 2:

Address Line 2:

* City: required

* State: (region) required

* Zip Code: (postal code) required

* Country: United States

* Number of Copies : 1

Add Additional Address

Save And Close

Example B:

Add An Address



* Address Type: Educational Institution

* Agency, College, Employer, or Student Name: Texas Christian University

Attention: Admissions

* Address Line 1: 2800 S University Dr

Address Line 2:

Address Line 2:

* City: Fort Worth

* State: (region) Texas

* Zip Code: (postal code) 76129

* Country: United States

* Number of Copies : 1

Good Choice! Please review the address to ensure all is correct...

Add Additional Address

Save And Close

- Save time and money: You can add additional delivery addresses in one order. Send up to (5) separate transcripts in one order.

Delivery Addresses: (the following addresses were submitted for review)

Name	Attention	Addr 1	Addr 2	City	State	Zip	Country	# of Copies	E-Trans Status
 Brigham Young University-Provo	Admissions	B226 ASB		Provo	Utah	84602	United States	1	
 Brigham Young University-Idaho	Admissions	525 S Center Dr		Rexburg	Idaho	83460-1690	United States	1	

- **“No results found”** in **“Educational Institution”**, sending to an individual, scholarship organization, or specific department other than Admissions, click **“Other”**. Manually type in all person or organizations name and mailing address information.

- Adding Delivery address - can't see my institution

If you do not see your college or university under the "Educational Institution" option select the "Other" option in the "Address Type" field. After selecting "Other", you can manually enter the address information for the desired institution. You can also add an additional delivery address for one order. Allowing for one record to be sent to up to 5 institutions per transaction.

Add An Address ✕

★ Address Type:

Other

★ Agency, College, Employer, or Student Name:

Scribbles University

Attention:

★ Address Line 1:

123 Scribbles Pkwy

Address Line 2:

★ City:

Gotham

★ State: (region)

New York

★ Zip Code: (postal code)

11111

★ Country:

United States

★ Number of Copies:

1

Add Additional Address

Save And Close

- **SAVE AND CLOSE** once all addresses are entered.
- Proceed to reason for request.
- Be sure to initial and sign your order.
- Transcripts processed in the order received within 1-3 business days, excluding holidays and district closures. Please allow 5-10 business days if holiday falls in same week order placed or district closure.