



Transcript Request

Today's Date _____

Student Name _____ Grade _____ Date of Birth _____
(please print)

Transcript for _____
(school name, college, scholarship, etc.)

College Deadline Date _____

Postmarked Received

Note: All application materials are due 10 business days prior to deadline.

Give to _____
(Counselor)

NCHS will mail application materials.

Will pick up Official Transcript in sealed envelope for needs other than college applications.

This college uses: Apply Texas Common Application

Individual College Form

With transcript, please send:

Teacher Recommendation Letters (list teacher's names):

Teacher Evaluation Form Required? Yes No

Resume: *Student must provide*

Counselor Report/Secondary School Report

Counselor Recommendation Letter

Top 7/10% Letter (for Texas state schools only)

Midyear report (request in January if needed)

Other: _____

Office Use Only

Guidance Office
Received _____

Counselor
Received _____

Mailed _____

Note: Students are responsible for sending test scores to their colleges.

Parent Signature _____

Date _____

OR Do you have a FERPA on File? Yes No