

# ***NORTH POINT HIGH SCHOOL TRANSCRIPT REQUEST FORM***

If you are completing this form prior to the school year starting transcripts, supplemental forms and recommendation letters will be completed upon your 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 **seven 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 Services 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](http://northpoint.ccboe.com/academics)) - click on "Menu, then "Academics" then "Student Services" then Documents/Links.

Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Student ID# \_\_\_\_\_

Birth Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

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)

**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), Military Academies (MA), Common Black College App (BCA), or 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: \_\_\_\_\_

Completed: \_\_\_\_\_

Updated: 08/10/23