

TRANSCRIPT/STUDENT RECORDS REQUEST FORM

Official Transcript cost \$15.00 each

Student Name _____ Date of Birth _____

Other Name(s) _____ Graduation Year/Last Attended NBHS _____

Phone # or Email _____

Reason for Request _____ # Transcripts Requested: Official _____ Copy _____

Will transcript(s) be picked up _____ or Mailed _____

Mailing address of Destination (College/Job/Person):

Both Federal and State law safeguard student records from unauthorized inspection or use and provide parents with "eligible" students certain rights. For the purpose of student records, an "eligible" student is one who is 18 years old or older attending an institution of post-secondary education.

Signature _____ Date _____

Parent/Guardian Signature (if under 18) _____ Date _____

Office Use Only:

Received by _____ Amt Received \$ _____ Check _____ Cash _____ Date _____

Transcript picked up by: _____

Print a copy of this form, fully fill out, and mail with check/money order to:

New Braunfels ISD, Transcripts
430 W. Mill St.
New Braunfels, TX 78130

Official Transcripts cost \$15.00 each