



Submit your request by mail, fax, or email:

Mail – Northwest ISD
Attn: Transcript Requests
PO Box 77070
Fort Worth, TX 76177
Fax – 817-698-6695
Email – klittle@nisdtx.org

PLEASE PRINT ALL INFORMATION

Last Name (Used in School): _____ First Name: _____

Social Security Number (Last Four Digits): _____ Date of Birth: ____/____/____

High School Attended: BNHS Denton Creek Eaton NHS Steele

Date of Graduation: _____ **or,**

Last Year of Attendance: _____ Last Grade Attended: _____

Current Email Address (if we have any questions, we will email you at this address): _____

Please choose how you prefer to receive your transcript: (Processing time is 2-3 business days for all methods listed below.)

OFFICIAL Transcript – Texas Education Agency only allows an OFFICIAL High School Transcript to be released directly to a college/university, employer, Social Security Administration, military, etc. An OFFICIAL transcript may not be released directly to a student or parent, if this is what you are requesting, please request a personal copy below.

TREx – Based on the graduation year, we are able to TREx some transcripts to Texas colleges/universities. TREx is the fastest method to send transcripts. If you would like your records sent through TREx if possible, please check.

University or Employer Name: _____

Attention: _____

Address: _____

City/State: _____, _____ Zip Code: _____

Personal Copy Mailed – This will be mailed in a sealed envelope and will contain a raised stamp on the transcript.

Name: _____

Address: _____

City/State: _____, _____ Zip Code: _____

Fax – (____) _____ - _____

Email – _____

Pick-up in person at the NISD Administration Building –

(Please provide your email address or phone number below and we will contact you when your transcript is available to pick up. If someone other than the student will be picking up the transcript, please provide that person's name, otherwise, the transcript will only be released to the student. ID will be required when picking up a transcript.)

Contact email or phone number – _____

Person picking up transcript – _____

For identity verification, this form must be accompanied by a copy of the student's government issued photo ID. The transcript request will not be processed without this information.

Student signature: _____ **Date:** _____

Total Transcripts Requested: _____

Fees: The first transcript is free and each additional transcript is \$1.00. Cash or Money Order only.

FL (Legal) Student Records:

Access to the education records of a student who is or has been in attendance at a school in the District shall be granted to the parent of the student who is a minor or who is a dependent for tax purposes. 34 CFR 99.10, 99.31 (a)(8)

Whenever a student has attained 18 years of age or is attending an institution of postsecondary education, the rights accorded to, and consent required of, parents transfer from the parents to the student. 34 CFR 99.5

Revised 05/2017