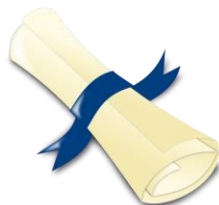


## REQUESTING HIGH SCHOOL TRANSCRIPTS



**Current students:** All current students must request a transcript through Naviance or through the Student Services office. If you have questions regarding Naviance, stop in Student Services. At the end of the school year, an unofficial copy of your transcript is mailed home with your report card. For graduating seniors, an official final transcript will be sent to the college that is noted on your Senior Information form. Please notify the Student Services office if your college choice changes once you've turned in this form.

**2003-present graduates:** Transcripts are housed at Northwestern. Please call the Student Services office for a copy of your transcript. These can be either picked up or mailed. If leaving a message, please make sure to leave the following information: name used when attending Northwestern, the year of graduation, phone number where you can be reached, and where to send the transcript. There is no fee for transcripts to be sent.

**Pre-2003 graduates:** Transcript information for 2002 graduates and prior have been microfilmed, and are stored in the county office. These records are pulled, at a request from us, approximately two times a month. If leaving a message, please make sure to leave the following information: name used when attending Northwestern, the year of graduation, phone number where you can be reached, and where to send the transcript. There is no fee for transcripts to be sent.

### **Requesting a transcript during the summer months:**

The Student Services office is closed mid-June until the first week of August. If a transcript is needed during this time, you may contact the board office at 419-846-3151. If leaving a message, please leave the same information as stated above. The Student Services office does periodically check their voicemail/email to see if requests have been sent.

**If you took CCP courses while at Northwestern, you will also have to request a transcript FROM THE COLLEGE/UNIVERSITY THAT OFFERED THE COURSE. We are not able to request the official transcript from the college, and the NHS transcript will only list the university along with the High School credit(s) earned for the course(s).**

***ALL EFFORTS ARE MADE TO PROCESS TRANSCRIPT REQUESTS WITHIN 24-48 HOURS, HOWEVER, IF ONE IS BEING REQUESTED FROM THE COUNTY OFFICE, PLEASE ALLOW EXTRA TIME!***