

## **HIGH SCHOOL TRANSCRIPTS**

**Current students:** All current students must request a transcript through Naviance. If you have questions regarding Naviance, stop into the guidance office. 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 their chosen college. Please notify the Student Services office if your college choice changes.

**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.