TRANSCRIPT REQUEST FORM

ID# ___________________ or SS# ___________________ Date _____________

Name ____________________________________________ Maiden/Other Names
Current Address ____________________________________ Phone _____________
Street or P.O. Box ____________________________________
City ___________________ State ___________ Zip

Student Signature Required

Financial obligations to NWACC must be satisfied before transcripts may be issued.
 Allow ONE WEEK for a transcript to be issued.

CHECK THE APPROPRIATE ITEM(S) BELOW:
☐ Official ☐ Unofficial
☐ Hold Transcript Printing with Grades for _____________________ (Specify Pick up or Mail below)
☐ Pick Up
☐ Mail Transcript (Enter address below)

Send ____ no. of copies to:

Name of institution or person to receive transcript
Address
Address
City ___________________ State ___________ Zip
Fax To _______ - _______ - _______ (Faxes will be unofficial)

Send ____ no. of copies to:

Name of institution or person to receive transcript
Address
Address
City ___________________ State ___________ Zip
Fax To _______ - _______ - _______ (Faxes will be unofficial)

Send ____ no. of copies to:

Name of institution or person to receive transcript
Address
Address
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Send ____ no. of copies to:

Name of institution or person to receive transcript
Address
Address
City ___________________ State ___________ Zip
Fax To _______ - _______ - _______ (Faxes will be unofficial)

Send this request to the Student Records Office by one of these methods:

1. Mail: NWACC Student Records Office
   One College Drive
   Bentonville, AR 72712
2. Fax: (479) 619-2229
3. In person: Student Records Office, Student Center, Bentonville or Washington County Center, Springdale
4. NWACC email address: Send the completed form to student_records@nwacc.edu from your NWACC email address

No one else (including your spouse, parent, etc) may pick up your transcript without your written permission.
On the permission slip identify by name the person who is authorized to obtain your transcript and include your original written signature.

Phone requests are not accepted.
Revised 08/13/12