

TRANSCRIPTS/STUDENT RECORDS REQUEST FORM

Official Transcripts cost \$2.00 each/Can **ONLY** be sent to a College/University/Company

Student Name _____ NBHS ID# _____ Grade (circle) 9 10 11 12
Phone # _____ Date of Birth _____ Year Graduated NBHS _____
Maiden Name (if applicable) _____ How many transcripts are needed? _____

Transcripts need to be mailed to:

College/University/Other _____

Street Address/City/State/Zip _____

College/University/Other _____

Street Address/City/State/Zip _____

College/University/Other _____

Street Address/City/State/Zip _____

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

Parent/Guardian Signature _____ Date _____

Office Use Only:

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

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

Registrar, New Braunfels High School
2551 Loop 337 N
New Braunfels, TX 78130