



# Nicaragua Christian Academy



“ACADEMIC EXCELLENCE WITH A CHRISTIAN FOUNDATION”

## Transcript Request

Students are entitled to 3 free transcripts. Each additional transcript costs \$3.50. Please complete this form and submit to Elizabeth Triqueros. Transcripts take 2-3 days for processing. Note: Graduating students will also receive 3 final transcripts in sealed envelopes after graduation (free). Unless otherwise specified, your signature below authorizes NCA to send your official transcript including all PSAT, SAT and AP scores from College Board.

Student name		Grade				
Signature of student		Date				
<b>Transcript 1</b>		<b>Transcript 2</b>				
Destination (college name)		Destination (college name)				
Delivery: <input type="checkbox"/> Sealed envelope <input type="checkbox"/> Fax to number: _____ <input type="checkbox"/> Mail to address: _____		Delivery: <input type="checkbox"/> Sealed envelope <input type="checkbox"/> Fax to number: _____ <input type="checkbox"/> Mail to address: _____				
Attachments to send with transcript? (max 2 pages or additional cost)		Attachments to send with transcript? (max 2 pages or additional cost)				
Special instructions:		Special instructions:				
<b>Transcript 3</b>		<b>Transcript 4</b>				
Destination (college name)		Destination (college name)				
Delivery: <input type="checkbox"/> Sealed envelope <input type="checkbox"/> Fax to number: _____ <input type="checkbox"/> Mail to address: _____		Delivery: <input type="checkbox"/> Sealed envelope <input type="checkbox"/> Fax to number: _____ <input type="checkbox"/> Mail to address: _____				
Attachments to send with transcript? (max 2 pages or additional cost)		Attachments to send with transcript? (max 2 pages or additional cost)				
Special instructions:		Special instructions:				
OFFICE USE ONLY	Amount charged (dollars):	1:	2:	3:	4:	Date sent: