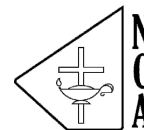


# Nicaragua Christian Academy



"ACADEMIC EXCELLENCE WITH A CHRISTIAN FOUNDATION"

## Transcript Request

*Students are entitled to 3 free transcripts. Each additional transcript costs \$2.00. Please complete this form and submit to the Receptionist (Elizabeth Trigueros). Transcripts take 2-3 days for processing. Note: Graduating students will also receive 3 final transcripts in sealed envelopes after graduation (free).*

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? <i>(max 2 pages or additional cost)</i>		Attachments to send with transcript? <i>(max 2 pages or additional cost)</i>				
Special instructions: <input type="checkbox"/> Mid-year report (send in January) <input type="checkbox"/> Final report (send after graduation) <input type="checkbox"/> Other: _____		Special instructions: <input type="checkbox"/> Mid-year report (send in January) <input type="checkbox"/> Final report (send after graduation) <input type="checkbox"/> Other: _____				
<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? <i>(max 2 pages or additional cost)</i>		Attachments to send with transcript? <i>(max 2 pages or additional cost)</i>				
Special instructions: <input type="checkbox"/> Mid-year report (send in January) <input type="checkbox"/> Final report (send after graduation) <input type="checkbox"/> Other: _____		Special instructions: <input type="checkbox"/> Mid-year report (send in January) <input type="checkbox"/> Final report (send after graduation) <input type="checkbox"/> Other: _____				
OFFICE USE ONLY	Amount charged (dollars):	1:	2:	3:	4:	Date sent: