

High School Transcript Request Student Worksheet



Students, use this worksheet to collect and provide necessary information for asking your previous school to send your official transcript to Northgate Academy. *Do not send this form to NGA.*

This worksheet *may* be used as a written release to allow your previous school to provide your record. However, you **must** follow the procedure your previous school requires for requesting a transcript. This may be via an online ordering system such as Parchment or Scribbles. In these cases, you can use this worksheet **only** to access NGA contact information for where to send the transcript (below dotted line).

If the high school you are seeking your records from is no longer in operation, contact the Department of Education in the state the high school was located.

Student Information

Personal Information

Name: _____ First Middle Last Previous Name	DOB: ____ / ____ / ____
Phone Number: _____	Address: _____ Street Address Apt/Unit _____ City State Zip Code

Previous High School Information

School Name: _____	Grades of Attendance: Check all that apply <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12
School Address: _____ Street Address Apt/Unit _____ City State Zip Code	Middle School ONLY: <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 Year of last attendance _____

Information Release

I authorize an official copy of my transcript be released to Northgate Academy.

Student Signature: _____	Date: _____
Parent/Guardian (if minor) Signature: _____	Date: _____

Information for Previous School Use

Please send **official transcripts** to Northgate Academy one of the following ways.

Do not send cumulative files. **Do not** request previous school transcripts from the NGA Parchment Page.

Parchment (Preferred)	https://www.parchment.com/
Email (from school official)	records@northgateacademy.com
Fax (with school cover letter)	952-465-3701
Mail (Attn: Registrar) (sealed, school envelope)	601 Carlson Parkway, Suite 1250 Minnetonka, MN 55305, USA