



Transcript Request Form

Instructions:

- Please complete the form completely and sign and date the form. The signature of the student is required for release of records. Return the completed form to the Registrar.
- End of semester grades are typically posted 10 business days after the last day of the semester.
- Fees: There is no fee for the standard processing of an Isaac Newton Christian Academy transcript. However, there may be a fee for expedited delivery.
- Failure to complete any fields on the form may delay or prevent your request from being processed.
- The school does not produce unofficial transcripts. Transcripts delivered directly to the student will be marked as "Issued to Student."

Name of Student Requesting Transcript: _____

Graduation Year: _____

Processing Instructions:

___ Process immediately

___ Hold for current semester grades to be posted. Year/Semester: _____

___ Special Instructions: _____

Number of Copies Requested: _____

Send Transcript To:

Signature of Student: _____ Date: _____

For Office Use Only:

Date Processed: _____

Method of Delivery: _____