

NOVA INDEPENDENT STUDY

TRANSCRIPT REQUEST

DATE: _____

PHONE # _____

STUDENT NAME (at time of attendance): _____ DATE OF BIRTH: _____

LAST YEAR ATTENDED NOVA : _____ GRADUATION YEAR: _____

Please check all that apply:

UNOFFICIAL TRANSCRIPT MAILED (Include stamped envelope addressed to self or institution)

OFFICIAL TRANSCRIPT MAILED (Include stamped envelope addressed to self or institution)

I will pick up prepared Unofficial / Official Transcripts at the office.

TRANSCRIPTS WILL NOT BE SENT UNLESS THE STAMPED, SELF ADDRESSED ENVELOPE IS INCLUDED FOR EACH TRANSCRIPT REQUESTED.

Transcripts will be processed within 5- 10 business days. **The office is closed the first 3 weeks of July for summer break; ORDER EARLY.**

NOVA will not send SAT/ACT/AP scores. The college testing board must release all test scores.

Current students:

1. First 2 transcripts are free; additional transcripts are \$3.00 each
2. Transcripts for scholarships are free

Former students:

1. 2008-Current Year: Transcripts are \$5.00 each (cash, check, or money order only please)
2. Before 2008: Transcripts are \$7.00 each
3. Please provide payment made out to NOVA Independent Study and a copy of picture ID.
4. Mail request to:

NOVA Independent Study
720 Diablo Avenue
Novato, Ca. 94947
Attn: Registrar

If you are picking up your transcript or if you have any questions, please call 415-897-7653 and ask for Maggie Tessin.

Student Signature: _____