



**OFFICE OF THE REGISTRAR
TRANSCRIPT REQUEST FORM**

Transcripts are copies of students' Permanent Records. They are released only at the request of the student, or the request of parents of High School students who are under 18 years of age, except in cases outlined by the Family Educational Rights & Privacy Act.

Official transcripts bear the signature of the Registrar and the School Seal and are normally sent by the School directly to the institution or agency involved.

High School students, while enrolled at UNCSA, will be allowed transcripts free of charge. The charge for all other transcripts is \$7.00 each.

I, _____ Student ID _____
hereby request that a transcript of my academic record be sent to the following person(s) or institution(s):

I attended the High School _____ College _____ Division in (Year of attendance) _____.

1. Office of _____
Institution _____
Number & Street _____
City, State, Zip Code _____

Send _____ copies of Official/Unofficial Transcript(s) Deadline Date _____
Hold for Term/Final Grades _____ Send ACT/SAT Scores _____

2. Office of _____
Institution _____
Number & Street _____
City, State, Zip Code _____

Send _____ copies of Official/Unofficial Transcript(s) Deadline Date _____
Hold for Term/Final Grades _____ Send ACT/SAT Scores _____

SIGNATURE _____
Current Address _____

Phone Number _____ email address _____

Office Use Only:

Transcript Sent _____, Paid _____ Owes BUS _____ FA _____, Notified Owes _____

Please Return Form to:
*Office of the Registrar
University of North Carolina School of the Arts
1533 South Main St.
Winston-Salem, North Carolina 27127; (336) 770-3295*