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. We accept checks and Money Orders made out to UNCSA. Please do not send cash.

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 wes ______

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

Revised (2/5/2014)